



Acharya Brojendra Nath Seal College
(A Government College)
Cooch Behar, West Bengal

The Annual Quality Assurance Report
(AQAR)

for

2010-2011

Submitted by

INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Acharya Brojendra Nath Seal College

1.2 Address Line 1

P.O. Cooch Behar

Address Line 2

P.S. Kotwali

City/Town

Cooch Behar

State

West Bengal

Pin Code

736101

Institution e-mail address

info@abnscollege.org

Contact Nos.

03582226112

Name of the Head of the Institution:

Dipayan Chattopadhyay (till February 2011)
Nilay Ray (February 2011 onward)

Tel. No. with STD Code:

03582226112

Mobile:

9432350567 (Nilay Ray)

Name of the IQAC Co-ordinator:

Chandrasekhar Pandit

Mobile:

9474515682

IQAC e-mail address:

iqac@abnscollege.org

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/46/A & A/133 dated 16.09.2008

1.5 Website address:

<http://www.abnscollege.org>

Web-link of the AQAR:

<http://www.abnscollege.org/userfiles/files/AQAR-2010-2011-EC46A-&-A133-dated-16.09.2008-Acharya-Brojendra-Nath-Seal-College.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.89	2008	2008 - 2013
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

19/10/2009

1.8 AQAR for the year:

2010-11

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. N.A
- ii. N.A
- iii. N.A
- iv. N.A

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC

Yes No

Regulatory Agency approved Institution Yes No

(UGC approved)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

[Note: The College is a government institution. The regular funding comes from the Government of West Bengal and the UGC]

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

At IGNOU Centre of the College:

- i) Commerce
- ii) Social Work
- iii) Tourism Management
- iv) Computer Applications
- v) Library and Information Science
- vi) Rural Development
- vii) Journalism and Mass Communications
- viii) Disaster Management
- ix) Health Science
- x) Environmental Studies

1.12 Name of the Affiliating University (*for the Colleges*)

University Of North Bengal

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text" value="√"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="1"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="3"/> Faculty <input type="text" value="1"/>
	Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="0"/> Others <input type="text" value="0"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC is instrumental behind publication of the College Annual Report *Samay*, and the biannual newsletter *ABNSC News*. The IQAC has a facilitating role in forwarding the files of faculty members to the Higher Authority for their career advancement under Career Advancement Scheme (CAS). [For other contributions kindly see Part-A:2.15 and Part-B:5.1 below]

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To introduce PG course in History and provide the entire ground floor of a building to the Department. 2. To introduce Geography as an UG Honours subject. 3. To set up North Bengal and North Eastern Regional Cultural Centre and Museum. 4. To start Green Initiative. 5. To set up under UGC sponsorship a Pre-Exam Training Centre to help students prepare for NET / SET. 6. To institute Departmental Memorial Lectures by utilizing a part of the CPE grant. 7. To bring to the notice of book lovers at large manuscripts of rare books archived at the College Library. 8. To give students the experience to browse and acquire new texts and reference books. 9. To initiate District Level Youth Parliament programme as a regular event in the College. 10. To construct an Open Theatre in the College premise.	1. PG course in History was introduced as planned. 2. Department of Geography was established. This year the first batch of 22 students was admitted to the Department which has started with 5 full-time teachers. 3. North Bengal and North Eastern Regional Cultural Centre and Museum was set up in a separate building within the College premise. 4. A Herbal Garden came into existence with efforts from the Botany Department. 5. Pre-Exam Training Centre was set up. This training is open to students who are undergoing or have completed their PG studies, irrespective of their college/university affiliation. 6. Two Memorial Lectures were organized by each Department. 7. Archived manuscripts of books in the College Library were displayed in a stall in the Cooch Behar Book Fair. 8. An Academic Book Fair was organized in the College campus where publishers and book sellers participated and students got a novel experience of getting a Book Fair of their own where they could get to know a wide array of texts and reference materials. 9. IQAC took a central role to hold District Level Youth Parliament programme. 10. An Open Theatre was constructed in the College premise.

* Academic Calendar of the year in Annexure-II.

2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

N.A

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes (a=b+c)*	Number of programmes added during the year (a=b+c)*	Number of self-financing programmes	Number of value added / Career Oriented programmes (a=b+c)*
PhD	0			
PG	11=3+8	1=1+0		2=0+2
UG	19=13+6			4=0+4
PG Diploma	2=0+2	2=0+2		3=0+3
Advanced Diploma	0			
Diploma	3=0+3			3=0+3
Certificate	6=0+6			6=0+6
Others	1=0+1			3=0+3
Total	42=16+26	3=1+2		21=0+21
Interdisciplinary	13=0+13	2=0+2		13=0+13
Innovative	9=0+9	2=0+2		9=0+9

*a= Total, b=Degree College, c=IGNOU Centre

1.2 (i) Flexibility of the Curriculum: Core/Elective option

Maximum flexibility is offered within the parameters of University stipulations and College infrastructure.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	0
Annual	34

1.3 Feedback from stakeholders*

Alumni

0

Parents

0

Employers

0

Students

0

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

1. Department of Geography
2. North Bengal and North Eastern Regional Cultural Centre and Museum

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
80	55	7	0	18

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors +Associate Professors (both WBES posts)		Professors (WBSES posts)		Others		Total	
R ¹	V	R ²	V	R ³	V	R	V
4	19	0	8	0	5	4	32

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	44	27
Presented papers	2	32	15
Resource Persons	1	1	1

¹ R=Recruitments +Net Transfers(=Transfers to the college-Transfers and retirements from the college)

² R=Recruitments +Net Transfers

³ R= Recruitments+Net Transfers

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Using CPE grant the different Departments arranged

1. Institution visits for all PG students and those UG Honours students who do not have Field Visits as part of their syllabus.
2. Weekly Students' Seminars in the Departments during the period November 2010- January 2011.

2.7 Total No. of actual teaching days during this academic year (including PG classes during vacation) 183

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) None

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

5	0	0
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2.10 Average percentage of attendance of students (a) For the Degree College 78.4

(b) For the IGNOU centre : 78.0

2.11 Course/Programme wise distribution of pass percentage :

(a) For the Degree College

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
UG (Honours)	228	11.5	78.5	2	92
UG(General)	144	0.5	35	23	58.5
PG	61	30	60	N.A	90

(b) For the IGNOU centre :

Total no. of students appeared		Division							
		I %		II %		III %		Pass %	
UG	PG	UG	PG	UG	PG	UG	PG	UG	PG
512	110	26.08	88.23	69.56	5.8	1	0	96.64	094.03

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC works as an interface among administration, teachers, support staff and students by informally and continuously gathering and disseminating information of opportunities as well as needs and bottlenecks, and suggesting improvement by analysing feedbacks through a process of *concertation*. This involves matters not only internal to the College but also matters relating to academic requirements and support schemes of UGC and government. Internal data involved are internal examination results, students' seminars, use of ICT, classroom facilities, toilet facilities and the like. IQAC strives to work through meetings of Teachers' Council and its various sub-committees, as well as its meetings with departmental faculties, office staff, students, and, of course, the Head of the Institution.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	5
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	4
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	12	0	6
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

By keeping regular contact with researchers, support staff and the administration IQAC has worked as a catalyst in the movement of files and fund.

IQAC by working to optimally overcome internal constraints had ensured that members of faculties could take part in seminars, symposia and workshops.

IQAC encouraged the Departments to organize seminars and invited talks. Two Annual Journals, namely *Victorian Journal of Arts* and *B.N Seal Journal of Science*, have been published this year also. This has created a space where teachers get to know one another's work. A research climate in the campus is kept alive as a result.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs	0	0.97	1.015	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	17	0
Non-Peer Review Journals	0	11	9
e-Journals	0	2	0
Conference proceedings	0	2	0

3.5 Details on Impact factor of publications:

Range¹ 0.01-2.84 Average² 0.813 h-index³ 1-55 Nos. in SCOPUS⁴ 22

¹ Range of impact factor is mentioned as the lowest and highest impact factor of the Journals in which articles are published.

² Avg. of impact factors is the arithmetic average of impact factors of the Journals in which articles are published.

³ h- index range is given as the range between lowest and highest h-index of the Journals in which articles are published.

⁴No. of SCOPUS is given as the number of Journals mentioned in SCOPUS.

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects			0	0
Minor Projects	2years	UGC	101500	80750
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			101500	80750

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	2	0	0	0
Sponsoring agencies	UGC	UGC-ERO	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="72"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="25"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="2"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The NSS wing of the college conducted winter camp at the adopted South Khagrabari village, Cooch Behar for various developmental activities there.

NSS volunteers provided drinking water and rendered First Aid services to the visitors to the historical *Rashmela*.

The College in collaboration with the Cooch Behar Book Fair displayed its stock of manuscripts of rare books at the Fair ground for to the benefit of book lovers of Cooch Behar.

The Career Counselling Cell of the College conducted a one-day Career Awareness Programme for Post-HS level students of Cooch Behar.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13.267 Acres	0	Donated by the King of Coochbehar	13.267 Acres
Class rooms	39	0	King of Coochbehar, Govt. Of West Bengal	39
Laboratories	17	1	UGC & Govt. Of West Bengal	18
Seminar Halls	01	0	Govt. Of West Bengal	01
No. of important equipments purchased (≥ 1 lakh) during the current year.	1	0	UGC & Govt. Of West Bengal	1
Value of the equipment purchased during the year (Rs. in Lakhs)	No data available	9.7364	UGC & Govt. Of West Bengal	
Students' Union Room, Students' Common Rooms (Girls' and Boys'), Canteen	4	0		4

4.2 Computerization of administration and library

The College office works with 5 Desktop computers and 5 Laser-jet printers for daily administrative work, preparation of pay bills, updating and keeping employees' database as well as keeping database of students, e.g., University Registration data and data relating to filling up of examination forms.

Out of 10 Desktop Computers in the Library one computer was used as the Server for the newly installed Library Automation Software LibSys (LS Starter Rel 5.7.2). Two computers were used as Clients for the said software. Data Entry of library materials was started. Internet connection was given to Library. Students started using four computers for making different projects with the help of Internet facility in a separate room in the ground floor of the Central Library Building. Three computers with internet facility were allotted to the teaching staff of the college for their different assignments in a room adjacent to the students' Internet browsing room. Data entry of 500 books in LibSys package has been done so far.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	64,019	Not available	1,452	5,73,471	65,647	
Reference Books	[split up not available]		176	1,31,154		
e-books*	93,809				93,809	
Journals**		Not available	174	1,05,227		
e-Journals*	6,247				6,247	
Digital Database						
CD & Video	14	3,070				
CD & Video (As Accompanying Material with Books)	26				40	
Others (specify)						

* Registered under N-List Programme of UGC-Infonet; ** Cumulative figure since the foundation year of 1888 is not available

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	IQAC
Existing	38	12	34	7	0	5	13	1
Added	0	0	0	0	0	0	0	0
Total	38	12	34	7	0	5	13	1

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer Literacy drive for First Year UG students initiated in the previous year continued in this year in collaboration with the College NSS unit.
 LAN connectivity of computers for internet access was established. The College was also brought under Wi-Fi connectivity.
 Three computers in the Library have formed a Server-Client system for data entry through LibSys.
 The College subscribes to INFLIBNET and gets the benefit of online access to journals and e-books.

4.6 Amount (in Rs. Lakhs) spent on maintenance in lakhs : There is no allotment from the government under the head maintenance. All maintenance expenditures are defrayed from contingency grant from the government.

i) ICT	0.65
ii) Campus Infrastructure and facilities	11.94537
iii) Equipments	0.35
iv) Others	0.12
Total :	13.06537

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC sees to it that students are made aware of the different support services through the Prospectus and website of the College. Special care is taken so that students are informed about the facilities of

- Remedial and Tutorial classes,
- Departmental Seminar Libraries in addition to the Central Library,
- Stipends and Scholarships to deserving students from both government and private funds,
- Equal Opportunity Cell and Women's Cell to look after the rights and special privileges of female students and students from backward communities,
- Grievance Redressal Cell to take care of problems students report relating to day to day operation of the College and the two hostels.

5.2 Efforts made by the institution for tracking the progression

Continuous evaluation through class tests and interactive methods.

5.3 (a) Total Number of students

Degree College			IGNOU	
UG	PG	Ph. D.	UG	PG
1677	190	0	512	110

(b) No. of students outside the state

Degree College	IGNOU
0	2

(c) No. of international students

Degree College	IGNOU
0	5 (Male 3, Female 2)

(d) For the Degree College

Men	No	%	Women	No	%
	1083	58		784	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1311	414	113	38	6	1692	1273	410	112	37	35	1867

Demand ratio

22.2

Dropout %

37.9

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Entry in Services sub-committee of the Teachers' Council prepares students for West Bengal Civil Service Examination and School Service Examination. The Pre-Examination Training centre under the PG Entrance and NET/SET sub-committee of the Teachers' Council prepares students for NET and SET. In addition to this mock tests were conducted at the departmental level for TIFR, JAM and JEST.

No. of student beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Career Counselling Cell keeps students apprised of career opportunities. The Cell gives positive reception to various recruiting agencies and training enterprises wanting to come and interact with students. This year Medical and Pharmaceutical companies came to the College campus, interviewed some 80 outgoing students and selected 20 of them for training.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	80	21	Not Known

5.8 Details of gender sensitization programmes

Women's Cell of the College organized a UGC sponsored National Seminar titled "Indian Women at Crossroads: Transition from Colonization to Globalization."

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs.)
Financial support from institution		
Financial support from government	112	3,17,900
Financial support from other sources	6	16,934
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No major grievance was brought to the notice of the Grievance Redressal Cell.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To create socially responsible citizens with academic excellence by blending traditional values of education with modernity.

Mission: To maintain its glory intact as the Centre of learning in the North-Eastern region of the country, the College is trying to adapt to the changing time by amalgamating the value based traditional ambition with modernity.

To manifest oneness among the students of diverse socio-cultural and economic background by inculcating inquisitiveness with an analytical mindset.

To create eminent contributors to the society by overcoming the dilapidating forces like regionalism, fundamentalism and racism and thereby setting a world of universal brotherhood with harmony.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Since this is an affiliated college under North Bengal University, the College cannot develop its curriculum other than through its representatives in the Board of Studies at the University.

6.3.2 Teaching and Learning

- a) increased use of interactive teaching
- b) students' seminars

6.3.3 Examination and Evaluation

Continuous evaluation through interactive teaching, class tests and students' seminars.

6.3.4 Research and Development

- a) Motivated faculty members to apply for funding from UGC and other agencies to undertake major and minor research projects.
- b) Encouraged Departments to hold seminars.
- c) Provided support to faculty members wanting to present papers at different seminars and conferences and publish articles in peer-reviewed journals.
- d) Published two Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- a) Purchase of ICT and laboratory tools.
- b) Subscription to INFLIBNET

6.3.6 Human Resource Management

- a) Attendance records of the teaching and non-teaching staff.
- b) Monitoring of the teaching-learning process through periodic meetings of the Teachers' Council as well as through Departmental meetings.
- c) Need-based meetings and activities of different sub-committees of the Teachers' Council.
- d) Need-based meetings of purchase advisory committee for financial decision making.
- e) Use of participatory management technique instead of strictly bureaucratic methods. The administrative Head and teachers often join hands with support staff to expedite work.
- f) Regular notification through notice Boards and the College website.
- g) Enabling some teachers to join various Faculty Improvement programmes like summer/winter schools, workshops, refresher and orientation courses conducted by various universities.

6.3.7 Faculty and Staff recruitment

Recruitment of the teaching and non-teaching staff is made under the recruitment scheme of the Government of West Bengal at the recommendation of Public Service Commission, West Bengal and Staff Selection Commission, West Bengal respectively. Service of the incumbents is transferable.

6.3.8 Industry Interaction / Collaboration

None

6.3.9 Admission of Students

Computerized preparation of merit list followed by counselling at the time of admission.

6.4 Welfare schemes for

Teaching	West Bengal Health Scheme, GPF, Group Insurance
Non teaching	West Bengal Health Scheme, GPF, Group Insurance, Bonus and Advance Salary for Puja Festival
Students	Stipends and Scholarships

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A	No	N.A
Administrative	No	N.A	No	N.A

6.8 Does the University/ Autonomous College declares results within 30 days? N.A

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

None.

6.12 Activities and support from the Parent – Teacher Association

The College does not have any Parent-Teachers' Association.

6.13 Development programmes for support staff

None.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- a) Provision of waste disposal bins at strategic points in the campus.
b) Weekly cleaning drive by the NSS unit.
c) Observation of *Banomahotsab* week to generate environmental awareness.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Participatory Management method instead of dry bureaucratic method of management.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Given in Part-A 2.15

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- a) Organizing Academic Book Fair in the College campus.
- b) Conducting career oriented and interdisciplinary Courses.

* *Details in Annexure- III*

7.4 Contribution to environmental awareness / protection

Given in 6.14

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

Strength:

- (a) Teacher-student ratio is very healthy.
- (b) Both the central library and the departmental seminar libraries are rich in collection.
- (c) Teachers are accessible to students beyond class hours.
- (d) The campus is peaceful.

Weakness:

- (a) Some departments lack adequate infrastructure.
- (b) Less than adequate use of ICT in teaching.

Opportunities:

- (a) Given the healthy teacher-student ratio there is scope for a better teacher-student interaction.
- (b) Given the rich collection of books in the seminar and central libraries, students can be motivated and provided opportunity to make more use of the collection.
- (c) Internet can be used as a tool to supplement classroom teaching through, for example, blog posts.

Challenges:

- (a) To provide state-of-the-art facilities to students, teachers and the support staff.
- (b) To overcome infrastructural problems, including those caused by external factors such as inadequate provision of municipality services, e.g., drainage.

8. Plans of institution for next year

- | |
|--|
| <ul style="list-style-type: none">a) To set up a Green House within the campusb) To build a Gymnasiuma) To set up an Instrumentation Roomb) To continue with Departmental Memorial Lecturesc) To publish a syllabus oriented volume to the benefit of students.d) To hold another Academic Book Fair.e) To continue to organize District Level Youth Parliament Programme.f) To publish the next volumes of the two College journals. |
|--|

Name: Debabrata Lahiri



Signature of the Coordinator, IQAC*

Name: Bimal Kumar Saha



Signature of the Chairperson, IQAC*

*The report is prepared by the IQAC for the term 2015-17 as neither the Coordinator nor the Chairperson of the IQAC for the year 2010-11 currently serves the college.

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-II

ACADEMIC CALENDAR FOR 2010-2011

SCHEDULE	B.A. / B.Sc.			M.A. / M.Sc.	
	PART-I	PART-II	PART-III	SEM- I & III	SEM- II & IV
Admission	July-August	First week of July	First week of July	First week of July(For SEM-I)	Not Applicable
Publication of Class Routine	First week of July	First week of July	First week of July	First week of July	First week of January
Commencement of classes	Mid-July	Immediately after the publication of class routine	Immediately after the publication of class routine	Second week of July	Second week of January
Registration of students	As per University Schedule	Not Applicable	Not Applicable	As per University Schedule(For SEM-I)	
Annual Day Celebration	3 rd September				
Freshers' Welcome (<i>Nabeen Baran</i>)	4 th September				
Mid-term Test	Last week of September	Last week of September	Mid-September		
Guardians-Teachers' Meet	First week of October	First week of October	Last week of September		
Field excursion for specific departments			First week of October		March - April
Institute visits		First week of October	Mid-November		
Students' Seminars in different departments	Mid-November to early January			Third week of November	First week of May
Annual Sports	Third week of December				
End-term Test	Mid-January				
Form filling for Final Examination	As per University schedule			As per University schedule	
Tutorial and Remedial classes	February-March				
Final Examination	As per University schedule			As per University schedule	

Annexure-III

Best Practice-a

1. Title of the Practice
Organizing Academic Book Fair in the College campus.
2. Goal
The purpose of organizing the Book Fair is to inculcate in the students the spirit of consulting standard texts and references in the process of learning. It also tries to put across the message to the students that buying books is an activity worthwhile to practise.
3. The Context
Students have access to the College Library and Departmental libraries which have a rich collection of texts and references. However, they don't have rack access. The books they borrow from the libraries are the books referred to them by the teachers. In a Book Fair, on the other hand, they have rack access and the opportunity to browse. That way they may chance upon a useful book they would not have otherwise known does exist. Moreover, recently published books or new editions of existing books not yet acquired by the College Library may also come to their notice through such Book Fairs. On top of this, they have the opportunity here to buy books for their personal collection. For students in this small town an academic book fair is, therefore, an event worth looking forward to.
4. The Practice
The Academic Book Fair was first held in the College in the 2009-2010 academic year. From then on it has become an Annual event. This fair is not only attended by the students and teachers of this College, students and teachers from other Colleges are also cordially invited to join the fair, which they do quite enthusiastically. Publishers and booksellers from Kolkata like Pelican, Dasgupta, Reader Digest, Universal, United Book Concern etc. as well as local booksellers like National Library from Siliguri, and *Sahitya Bichitra* from Cooch Behar also participate in the fair.
5. Evidence of Success
The fair is attended by a large number of students and teachers including Principals from different colleges of Cooch Behar. Participation by students and the staff of this College is overwhelming. Booksellers do brisk business on high demands from the buyers. Most importantly, students have realized the importance of books as handmaiden of learning.
6. Problems encountered and Resources Required
Since an academic book fair is the place where the academic interest of the College syncs with business interest of the booksellers, the financial requirement of holding the Fair is taken care of by the latter while the College provides the necessary space for the Fair.

Best Practice-b

1. Title of the Practice
Conducting Career Oriented and Interdisciplinary Courses
2. Goal
The goal of the Courses is to equip students not only with the required qualification to find employment but also with the skill suitable to local conditions. Students are expected to imbibe from the interdisciplinary courses a holistic approach to the study of society and nature. Since these courses are also career oriented they have a higher potential to create positive spillover to society, economy, environment and culture through the prospective practitioners.
3. The Context
Cooch Behar town is surrounded by a vast rural area and forest. The proportion of SC and ST population is higher than the state average, and the human development indices are poor. The main economic activity is traditional agriculture. For a large section of graduating students

finding gainful employment is a challenge. Yet Dooars is a region of great tourist attraction and provides opportunity to further development of tourism. With the mountains and rivers and forests, the nature is beautiful here, but also dangerous, prone as it is to frequent floods and earthquakes. It was felt that in addition to the conventional subjects taught at the College under the North Bengal University the College should try to offer additional courses under the IGNOU so that students can acquire managerial skill to increase business and employment possibilities and in the process address local challenges as well.

4. The Practice

The IGNOU centre was established in 1993. Till 2000 the centre offered six UG courses and one 6-month-Bachelor Preparatory programme. Apart from B.A and B.Com courses three more UG courses of 3-year-duration were offered in Social Work, Tourism Studies, and Computer Applications. Bachelor of Library and Information Science (1-year-duration) was also on offer. In 2000 the centre introduced ten more courses, eight at the PG level (2-year-duration) and 2 at PG Diploma level (1-year-duration). The former include Tourism Management, Rural Development, and Public Administration in addition to English, History, Political Science, Sociology and Economics. PG Diploma courses were offered on Journalism & Mass Communication, and on Rural Development.

The centre further extended its ambit in 2002 when three Diploma Programmes (1-year-duration) and six Certificate Programmes (6-month-duration) were introduced. They include such diverse areas as Nutrition & Health, Early Childhood Care, Disaster Management, Environmental Studies, Tourism Studies and Information Technology.

2011 witnessed another expansion of the centre with the introduction of Folklore and Culture Studies, and Disaster Management as two more PG Diploma courses of 1-year-duration.

One full-time faculty member of the College acts as the centre-in-charge. The Teaching Faculty draws from the allied Departments of the College as well as experts from outside. The College supplies the physical infrastructure and support staff. Study materials are supplied by IGNOU as well as the teaching staff. Remunerations and other logistics come from the IGNOU.

5. Evidence of Success

Since 1993 the College functions as the only centre in the Cooch Behar district where career oriented and interdisciplinary courses are offered under the aegis of IGNOU. Expansion of the centre in terms of both the number and variety of courses as well as enrolment, points to the growing popularity of the centre among the prospective job seekers in the region.

6. Problems encountered and Resources Required

The IGNOU centre is, however, cramped for space. Though the time and space management is conducted efficiently, things would have been better with the addition of some more space for the centre.