



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

The Annual Quality Assurance Report
(AQAR)

for

2011-2012

Submitted by

INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Part – A

I. 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:

Nilay Ray (upto December 2011)
Debnarayan Roy (from December 2011)

Tel. No. with STD Code:

03582226112

Mobile:

+919434508109

Name of the IQAC Co-ordinator:

Chandrasekhar Pandit

Mobile:

9474515682

IQAC e-mail address:

iqac@abnscollege.org

1.3 NAAC Track ID (For ex. MHCOGN 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-2011-2012-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 (for example 2010-11) 2011-12

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. AQAR 2010-11 submitted to NAAC on (31/03/2016)
- 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

(Approved by UGC)

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
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
a) To set up a Green House within the campus b) To build a Gymnasium a) To set up an Instrumentation Room b) To continue with Departmental Memorial Lectures c) 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.	All the planned projects were successfully implemented.

* *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

Part – B

Criterion – I

I. 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	12=4+8			2=0+2
UG	19=13+6			4=0+4
PG Diploma	4=0+4			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	45=17+28			21=0+21
Interdisciplinary	15=0+15			13=0+13
Innovative	11=0+11			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 Parents Employers Students
(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.

None

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
77	47	11	1	18

2.2 No. of permanent faculty with Ph.D.

31

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	23	1	7	0	5	-3	35

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

2.4 No. of Guest and Visiting faculty and Temporary faculty:

0 | 0 | 55

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	56	25
Presented papers	12	33	10
Resource Persons	1	1	0

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

1. Weekly Students' Seminars in the Departments during the period November 2011-January 2012.
2. Increased use of ICT.

2.7 Total No. of actual teaching days during this academic year

(including PG classes during Vacation)

184

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

N.A

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

7	0	0
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2.10 Average percentage of attendance of students (a) for the degree college

78.6

(b) For the IGNOU centre

76.0

2.11 (a) Course/Programme wise distribution of pass percentage for degree courses :

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
UG(Hons)	246	17	80	0	97
UG(General)	189	0.5	34	50	84.5
PG	79	38	56	N.A	94

(b) Distribution of percentage for IGNOU

Total no. of students appeared		Division							
		I %		II %		III %		Pass %	
UG	PG	UG	PG	UG	PG	UG	PG	UG	PG
321	132	27.7	88.88	55.55	11.12	1	Nil	84.25	100

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	0
Orientation programmes	11
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	2
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	2	0	0
Outlay in Rs. Lakhs	0	1.985	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	12	0
Non-Peer Review Journals	2	9	4
e-Journals	0	0	0
Conference proceedings	0	4	0

3.5 Details on Impact factor of publications:

Range¹ Average² h-index³ Nos. in SCOPUS⁴

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 factor 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.

⁴ No. in 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			0	0
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			0	0

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	1
Sponsoring agencies	UGC	UGC			UGC-CPE

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="4"/>
National level	<input type="text" value="1"/>	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="1"/>	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="1"/>	
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

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.

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	1	The King of Coochbehar and the Government of West Bengal	40
Laboratories	18	1	UGC & State Govt.	19
Seminar Halls	1	0		1
No. of important equipments purchased (\geq 1 lakh) during the current year.	1	0	UGC(CPE)	1
Value of the equipment purchased during the year (Rs. in Lakhs)	Incomplete data	18.5	UGC & State Govt.	
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. Due to acute shortage of staff new data entry could not be possible.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65647 [split up not available]	Not available	1316	3,99,898	67228	
Reference Books			265	1,83,941		
e-books*	93809				93809	
Journals**		Not available	231	1,63,341		
e-Journals*	6247				6247	
Digital Database						
CD & Video	14	3070				
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	3	3	3	0	0	0	0	0
Total	41	15	37	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 continued in this year in collaboration with the College NSS unit. There is a LAN connected network of computers of a few departments along with broadband connection. The College has Wi-Fi connectivity in its campus.

Three computers in the Library belong to 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 spent on maintenance in lakhs :

i) ICT

0.68

ii) Campus Infrastructure and facilities

13.29373

iii) Equipments

0.26

iv) Others

0.225

Total :

14.45873

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
1707	190		321	132

(b) No. of students outside the state

Degree College	IGNOU
0	3

(c) No. of international students

Degree College	IGNOU
0	4(MALE 2, FEMALE 2)

(d) For the Degree College

Men	No	%	Women	No	%
	1043	55		854	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1273	410	112	37	35	1867	1299	417	113	38	30	1897

Demand ratio

21.8

Dropout %

24.61

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

The 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 students 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 by prominently displaying offers and proposals sent by various recruiting agencies and training enterprises.

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
0	0	0	Not known

5.8 Details of gender sensitization programmes

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	137	8,13,650
Financial support from other sources	41	1,81,710
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:

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.

To generate holistic excellence among students for competing in the global employment market.

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
- c) Classroom lectures were supplemented by publication of a journal exclusively for students to which teachers contributed syllabus oriented articles.

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

0

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

- Provision of waste disposal bins at strategic points in the campus.
- Weekly cleaning drive by the NSS unit.
- 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.

Publication of FOCUS for students -- Teachers from different disciplines prepared quality write-ups on topics relevant to the syllabi of different subjects taught at the College.

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) Publication of academic journals.
- b) Organizing Academic Book Fair in the College campus.

* *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

- a) To construct a well equipped Seminar Hall.
- b) To organize lectures concerning varied aspects as part of the 125th year celebration of the College.
- c) To beautify the campus.
- d) To install a weather station.

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 2011-12 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 2011-2012

SCHEDULE	B.A. / B.Sc.			M.A. / M.Sc.	
	PART-I	PART-II	PART-III	SEM- I & III	SEM- II & IV
Admission	July-August	N.A.	N.A.	1 st week of September (SEM-I)	N.A.
Publication of Class Routine	1 st week of July	1 st week of July	1 st week of July	1 st week of July	1 st week of January
Commencement of classes	Mid-July	2 nd week of September	2 nd week of September	2 nd week of September	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 (Nabeen Baran)	4 th September				
Mid-term Test	1st week of September	1st week of September	Second week of September		
Guardians-Teachers Meet	Third week of September				
Field excursion for specific departments			Second week of November		March - April
Institute visits/Green visits		Fourth week of November			
Students' Seminars in different departments	December to early January			Third week of November	1st 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
Publication of Academic Journals
2. Goal
The goal is to create and keep alive a research ambience and academic fraternity among the faculty members and other contributors from outside.
3. The Context
For quite some time it was felt that the College as a premier institute of higher education in North Bengal can play an important catalytic role to promote research by providing an opportunity to researchers to publish their research papers. Many young teachers have been recruited to the West Bengal Educational Service cadre in the recent past. Quite a few of them are posted at this College. The publication can be a window for this wide group of young researchers as well.
4. The Practice
Victorian Journal of Arts was first published in November, 2007. Two months after its publication *B.N. Seal Journal of Science* saw the light of the day. The two journals, as their titles suggest, cater to the fraternities in the Humanities and Sciences respectively. After a couple of volumes both the journals acquired their International Standard Serial Numbers -- ISSN: 0975-5624 and ISSN: 0975-5632 respectively. Received papers are initially reviewed by an Editorial Board consisting of subject experts from relevant Departments. If the papers are not rejected at this stage they are sent to outside referees for comments. Utmost care and rigour is observed so that required modifications are incorporated, if required, by the authors to the satisfaction of the Editorial Board before the papers are finally selected for publication. Papers are rejected after preliminary scrutiny if they are not found conforming to the two journals' abiding standards.
5. Evidence of Success
Since their first publications in 2007-2008 utmost care is taken so that each year on the Annual Day an issue of each of the two journals is published. The effort is quite successful to date and the two journals are now familiar to a wide cross-section of the academic fraternity of West Bengal.
6. Problems encountered and Resources Required
Faculty members who double up as members of the Editorial Boards have to work really hard over and above their teaching load and other responsibilities related to academic administration. There is neither any dedicated office nor any support staff for the publication Department.

Best Practice-b

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.