Acharya Brojendra Nath Seal College

(A Government College)
Cooch Behar, West Bengal

The Annual Quality Assurance Report (AQAR)

for

2012-2013

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:

Debnarayan Roy

Tel. No. with STD Code:

03582226112

Mobile:

9434508109

Name of the IQAC Co-ordinator:

Asim Mitra

Mobile:

9830954741

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-2012-2013-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	1st Cycle	B	2.89	2008	2008 - 2013
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   19/10/2009

1.8 AQAR for the year *(for example 2010-11)*   2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

  i.   AQAR 2011-12 submitted to NAAC on (31/03/2016)
  ii. AQAR 2010-11 submitted to NAAC on (31/03/2016)
  iii. N.A
  iv. N.A

1.10 Institutional Status

   University   State ☐ Central ☐ eemed ☐ Private ☐

   Affiliated College   Yes √   No ☐

   Constituent College   Yes ☐   No √

   Autonomous college of UGC   Yes ☐   No √

Regulatory Agency approved Institution[*]   Yes | √ | No | |

<div align="center">(UGC approved)</div>

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 | |

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 | No |

University with Potential for Excellence | | UGC-CPE | √ |

DST Star Scheme | | UGC-CE | |

UGC-Special Assistance Programme | | DST-FIST | |

UGC-Innovative PG programmes | | Any other (*Specify*) | |

UGC-COP Programmes | |

2. IQAC Composition and Activities

2.1 No. of Teachers | 8 |

2.2 No. of Administrative/Technical staff | 1 |

2.3 No. of students | 2 |

2.4 No. of Management representatives | 0 |

2.5 No. of Alumni | 2 |

2. 6 No. of any other stakeholder and community representatives | 0 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | 0 |

2.9 Total No. of members | 14 |

2.10 No. of IQAC meetings held | 1 |

2.11 No. of meetings with various stakeholders: No. | 3 | Faculty | 1 |

Non-Teaching Staff | 1 | Students | 1 | Alumni | 0 | Others | 0 |

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

   If yes, mention the amount   N.A

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. ☐0☐   International ☐0☐   National ☐0☐   State ☐0☐   Institution Level ☐0☐

   (ii) Themes   N.A

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 organize Memorial Lectures in each Department with UGC-CPE grant.	1. Two memorial lectures were held in each Department.
2. To get a well equipped Seminar Hall.	2. A Seminar Hall took shape in the ground floor of the Centenary Building.
3. To organize lectures concerning varied aspects as part of the 125th year celebration of the College.	3. Two lectures entitled `Issues in Education' (by Asokendu Sengupta) and `Rivers of North Bengal' (by Kalyan Rudra) were delivered on 04.09.2012.
4. To hold Science Exhibition.	4. A three-day-long exhibition was held as a part of the 125th year celebration of the College.
5. To beautify the campus.	5. Landscaping was done by the Forest Department with suggestions from IQAC.
6. To install a weather station.	6. A weather station was installed on the roof-top of the Geography Department.

   * *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	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 0   Parents 0   Employers 0   Students 0
   (On all aspects)

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

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
73	44	10	1	18

2.2 No. of permanent faculty with Ph.D.   36

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	
[1]R	V	[2]R	V	[3]R	V	R	V
-4	27	0	7	0	5	-4	39

[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 54

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	58	28
Presented papers	8	38	9
Resource Persons	0	0	1

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

1. Weekly Students' Seminars in the Departments during the period November 2012-January 2013.

2. Mock tests were conducted in some departments before the University examinations.

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)

| 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

| 6 | 1 | 3 |

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

| 78.4 |

(b) For the IGNOU centre:

| 81.0 |

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)	268	20.5	71	2	93.5
UG(General)	177	0	34.5	47	81.5
PG	76	28	70	N.A	98

(b) For the IGNOU

Total no. of students appeared		Division							
		I %		II %		III %		Pass %	
UG	PG	UG	PG	UG	PG	UG	PG	UG	PG
235	141	19.04	89.47	61.90	5.26	1	0	81.94	94.73

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	9
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	7
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	3
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

The IQAC sees to it that teachers involved in research projects get the necessary administrative support of the Office of this College. It informs newly recruited teachers about various existing schemes of research projects and funding available (e.g. under UGC). It also makes students aware of scopes of research in premier institutions in the country and abroad with the help of notices, newsletters and posters in the various departments.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	1	0
Outlay in Rs. Lakhs	0	0	2.29	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	5	0
Outlay in Rs. Lakhs	0	1.985	6.995	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	15	2
Non-Peer Review Journals	1	14	10
e-Journals	1	2	0
Conference proceedings	0	1	0

3.5 Details on Impact factor of publications:

Range[1] 0.02-3.31   Average[2] 1.131   h-index[3] 1-60   Nos. in SCOPUS[4] 23

[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. 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	4	UGC	229000	159000
Minor Projects	2 year	UGC, UGC-ERO	699500	533350
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			928500	692350

*Duration = Corresponds to projects sanctioned in the year.
**Received Amount = Includes funds for submitted, ongoing and newly sanctioned projects.

3.7 No. of books published   i) With ISBN No.   4   Chapters in Edited Books   11

ii) Without ISBN No.   1

3.8 No. of University Departments receiving funds from

UGC-SAP   N.A   CAS   N.A   DST-FIST   N.A

DPE   N.A   DBT Scheme/funds   N.A

3.9 For colleges   Autonomy [ ]   CPE   Yes   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   0

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1	1	2	0	3
Sponsoring agencies	UGC	UGC	UGC & State Govt.	0	Govt. of West Bengal

3.12 No. of faculty served as experts, chairpersons or resource persons   4

3.13 No. of collaborations   International 0   National 3   Any other 0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs:

From Funding agency 0   From Management of University/College 0

Total   0

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   1
       who are Ph. D. Guides
       and students registered under them   1

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF 0   SRF 0   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 0   State level 0

National level 25   International level 0

3.22 No. of students participated in NCC events:

University level	0	State level	3
National level	2	International level	0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	2	International level	0

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS	3	Any other	

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

1. NSS wing of the College organised a Value Education class (Speaker: Maharaj from Ramkrishna Mission),

2. 25 out of 100 NSS members participated in National Youth Day celebration on 12th January (as is held each year), the nodal agency being Ramkrishna Mission, with parade and cultural events,

3. NSS celebrated BANOMAHOTSAB in the 1st week of July,

4. A mock District Level Youth Parliament was held.

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	40	1	Government of West Bengal	41
Laboratories	19	2	UGC & State Govt.	21
Seminar Halls	1	1		2
No. of important equipments purchased (≥ 1 lakh) during the current year.	1	0	UGC and State Govt.	1
Value of the equipment purchased during the year (Rs. in Lakhs)	Incomplete data	10.64285	UGC(CPE), State Govt.	
Students' Union Room, Students' Common Rooms (Girls' and Boys'), Canteen	4	0	Govt. of West Bengal	4

4.2 Computerization of administration and library:

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.

The Office computers were used for Salary Bill preparation, writing of official letters, notices and circulars. They were also used for University registration and filling up of forms.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	67228	Not Available	660	1,64,517	68040	
Reference Books	[split up not available]		152	1,73,132		
e-books*	93809				93809	
Journals**		Not Available	146	1,48,180		
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	Depart-ments	IQAC
Existing	41	15	37	7	0	5	13	1
Added	2	0	2	0	0	0	2	0
Total	43	15	39	7	0	5	15	1

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

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   0.58

ii) Campus Infrastructure and facilities   22.28826

iii) Equipments   0.3

iv) Others   0.26

Total :   23.42826

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC makes sure that the students seeking admission to the College are given the Prospectus which contains the details of the College including its various departments, infrastructural facilities, different training/counselling programmes and support services. It takes part in arranging talks/seminars on academic as well as career guidance, and brings them to the notice of the students. Students are also encouraged to apply for Govt. (INSPIRE, DWO etc.) and other scholarships through the office of the College.

5.2 Efforts made by the institution for tracking the progression

The attendance of the students and their performance in the class/in different tests/examinations are reviewed, and personal counselling is offered by the teachers, if necessary. The career information of pass-out students are tracked through the various departments as far as possible.

5.3 (a) Total Number of students

Degree College			IGNOU	
UG	PG	Ph. D.	UG	PG
1884	190	0	235	141

(b) No. of students outside the state

Degree College	IGNOU
0	2

(c) No. of international students

Degree College	IGNOU
0	5 (Male 4, Female 1)

(d) For the Degree College

Men
No	%
1182	57

Women
No	%
892	43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1299	417	113	38	30	1897	1418	456	124	41	35	2074

Demand ratio 20.4   Dropout % 28.1

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

180

5.5 No. of students qualified in these examinations

| NET | 10 | SET/SLET | 3 | GATE | 2 | CAT | |
| IAS/IPS etc | | State PSC | 4 | 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:

No intimations from the beneficiaries

5.7 Details of campus placement

On campus			*Off Campus**
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	2

* The figure pertains mainly to recruitment to the Army / W.B. Police from the NCC unit of the college. The actual figure may be higher as there can be off-campus recruitments without the College getting any intimation.

5.8 Details of gender sensitization programmes

None

5.9 Students Activities

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

State/ University level | 29 | National level | 0 | International level | 0

No. of students participated in cultural events

State/ University level | 1 | National level | 0 | International level | 0

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

Sports : State/ University level | 2 | National level | 0 | International level | 0

Cultural: State/ University level | 0 | National level | 0 | International level | 0

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs.)
Financial support from institution		
Financial support from government	159	11,11,700/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level | 0 | National level | 0 | International level | 0

Exhibition: State/ University level | 0 | National level | 0 | International level | 0

5.12 No. of social initiatives undertaken by the students | 1

5.13 Major grievances of students (if any) redressed:

No major grievances were reported.

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

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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

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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

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a) Purchase of ICT and laboratory tools.
b) Use of LibSys in the Central Library.
c) 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

(*Quinquennial audit by AG Bengal)

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. <u>Innovations and Best Practices</u>

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

A three-day-long Science exhibition held on the occasion of the 125th year celebration of the College created enthusiasm among Science students.

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

1. Conducting career oriented and interdisciplinary courses.

2. Organizing Departmental Memorial Lectures and students' seminars.

* 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 new building was proposed for shifting some old departments in need of more space and for hosting new departments.

b) To find separate staff rooms for the teachers of some arts subjects.

c) To meet the demands of the local students, proposal was put forward for introduction of the department of Physiology.

d) To institute a Study Centre under Distance Education programme of Burdwan University.

Name: Debabrata Lahiri   *Name:* Bimal Kumar Saha

Signature of the Coordinator, IQAC*   *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 2012-13 currently serves the college.

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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

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Annexure II

ACADEMIC CALENDAR FOR 2012-2013

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.	First week of July(For SEM-I)	N.A.
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	3rd September				
Freshers' Welcome (*Nabeen Baran)*	4th 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 /Green visits	Last week of November				
Students' Seminars in different departments	December 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-1

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.

Best Practice-2

1. Title of the Practice
   Organizing Departmental Memorial Lectures and Students' Seminars.
2. Goal
   The idea is to give students exposure to talks by eminent subject experts and learn about frontier researches. Memorial lectures also make students aware of the seminal contributions made by the legendary figures in whose names the respective departments arrange the lectures. The students' seminars are intended to equip students with the art of presentation and in the process encourage them to consult books and journals to delve deeper into a topic.
3. The Context
   Cooch Behar is a small town where students do not get much opportunity to listen to and interact with eminent subject experts other than their Departmental teachers. Their learning process is limited to classroom participation and occasional written tests. Only PG students have to do dissertation work as a part of their final examination. It was felt that if the learning process could be made a little more expansive and student-centric, the learning outcome would be better. It was in this context that the practice was launched in 2010-11.
4. The Practice
   Each Department arranged two Departmental Memorial lectures, as the Departments did in the previous two years. Students' seminars for UG students are organized from December to January, for PG semester-I and semester-III students in the third week of November, and for PG semester-II and semester-IV students in the first week of May. Respective Departments have their discretion to choose when to arrange the Memorial lectures. Students' seminars are, however, incorporated in the Academic Calendar of the College. The expenses for the Memorial lectures and students' seminars are defrayed from the UGC-CPE grants.
5. Evidence of Success
   Responses from the students are positive. They are enthusiastic about the Memorial lectures and the question-answer sessions are often quite lively. Through their presentations at the students' seminars they have learned how to gather their thoughts together and argue cogently with or without visual aids.
6. Problems encountered and Resources Required
   Bringing speakers for the Memorial lectures often proved difficult in view of the far-flung location of Cooch Behar. However, the UGC-CPE grant takes care of the financial requirements.