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

The Annual Quality Assurance Report (AQAR)

for

2013-2014

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
> P.O. Coochbehar

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-2013-2014-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)*   2013-14

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

   i.   AQAR 2012-13 submitted to NAAC on (31/03/2016)
   ii. AQAR 2011-12 submitted to NAAC on (31/03/2016)
   iii. AQAR 2010-11 submitted to NAAC on (31/03/2016)
   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 [ ]

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

At Distance Education Centre under Burdwan University started P.G. prgrammes (Annual System) in 5 Arts subjects: Bengali, English, Sanskrit, History, Philosophy .

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

University Of North Bengal (U.G.), Cooch Behar Panchanan Barma University (P.G.)

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   Rs. 3,00,000

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 construct a new building for shifting some old departments in need of more space and for hosting new departments.	1. The construction of a 3-storied building started adjacent to the centenary building.
2. To find separate staff rooms for the teachers of some arts subjects.	2. Separate staff rooms were given to the departments of Geography, Political Science, Philosophy and English.
3. To meet the demands of the local students, proposal was put forward for introduction of the department of Physiology.	3. Department of Physiology started functioning in this academic session and two Associate Professors from other government colleges were transferred to this Department by the government.
4. To institute a Study Centre under the Distance Education programme of Burdwan University.	4. The College opened its Study Centre for Burdwan University.

* 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+d)*	Number of self-financing programmes	Number of value added / Career Oriented programmes (a=b+c)*
PhD	0			
PG	12=4+8	5=0+0+5		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	5=0+0+5		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, d= BU Distance Education Study 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	39

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. ☐No

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

(a) Department of Physiology was introduced with two full-time faculty members.

(b) The College started to operate as a centre to conduct Personal Contact Programme and examinations under the Distance Education Programme of Burdwan University. Five 2 years' Post Graduate Programmes in Bengali, Sanskrit, English, History and Philosophy were introduced at the centre.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
76	47	10	1	18

2.2 No. of permanent faculty with Ph.D.

37

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
3	29	0	7	0	5	3	41

[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	59

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	10	22
Presented papers	20	36	13
Resource Persons	1	2	1

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

> Mock tests were conducted in some departments before the University examinations and various competitive examinations like JAM, JEST (for Physics) etc. for entry to integrated academic programmes in other institutions.

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	0	0

2.10 Average percentage of attendance of students

(a) for the degree college

79

(b) for the IGNOU

82

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 (Hons)	259	18.5	73	1	92.5
UG (General)	157	3	46.5	32.5	82
PG	61	18	77	N.A	95

(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
235	141	19.04	89.47	61.90	5.26	1	0	81.94	94.73

(c) For Distance Education Study Centre under Burdwan University

Total no. of students appeared	Division		
	I %	II%	Pass %
PG	PG	PG	PG
173	0.5	74.0	74.5

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

The IQAC occasionally visits various departments to check the regularity of classes, the attendance of the students and suggests ways of improving the standards by arranging discussions, tutorials, seminars etc. It also monitors the results of students in various College examinations. It also asks various departments to take regular feedback from the students and their guardians.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	11
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	6
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	3
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	1	1	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 meets the existing teachers, whosoever has been carrying out research, to know the current status and help them get the necessary administrative support of the Office of this College. It gets to the newly recruited teachers to inform them about various existing schemes of research projects and funding available (e.g. under UGC). It also sees to the fact that students are made aware of scopes of research in premier institutions in the country and abroad with the help of notices, newsletters, posters and exhibits in the respective departments.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	6	1	1
Outlay in Rs. Lakhs	0.97	8.01	3.00	0.97

3.4   Details on research publications

	International	National	Others
Peer Review Journals	8	11	5
Non-Peer Review Journals	2	13	7
e-Journals	2	1	0
Conference proceedings	1	1	0

3.5 Details on Impact factor of publications:

Range[1] | 0.158- 4.1 | Average[2] | 1.82 | h-index[3] | 1-72 | Nos. in SCOPUS[4] | 21

[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		UGC	0	0
Minor Projects	2 year	UGC	300000	235000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			300000	235000

*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.   [8]   Chapters in Edited Books   [15]

   ii) Without ISBN No.   [0]

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 [√]   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	2	1	0	1
Sponsoring agencies	UGC	UGC & UGC-ERO	Govt. of West Bengal	0	Govt. of West Bengal

3.12 No. of faculty served as experts, chairpersons or resource persons [7]

3.13 No. of collaborations   International [0] National [4] Any other [0]

3.14 No. of linkages created during this year [1]

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 who are Ph. D. Guides [1]

and students registered under them [3]

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 | 0

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 | 1

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

The NSS wing of the college has adopted the programme for providing drinking water and First Aid to visitors of historical RASHMELA of Cooch Behar. VAN MAHOTSAB Week, RAKSHABANDHAN UTSAV, NSS Day were observed in the College. The NSS members took part in cleaning the College campus including its water tanks. Students from the College NCC and NSS units acted as volunteers in the College Annual Day Celebration on 3rd September.

A mock District Level Youth Parliament was organized in the College.

The teachers took part as judges in District Level Science Exhibition (one day School level and one day College level) in collaboration with Office of District Inspector of Education.

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		Donated by King of Coochbehar	13.267 acres
Class rooms	41	1		42
Laboratories	21	2	UGC & State Govt.	23
Seminar Halls	2	0		2
No. of important equipments purchased (≥ 1 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Incomplete data	3.625	UGC & 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	68040	Not available	757	3,86,442		
Reference Books	[split up not available]		98	38,363		
e-books*	93809				93809	
Journals**	Not available	Not available	122	21,150		
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	43	15	39	7	0	5	15	1
Added	10	3	5	0	0	1	6	0
Total	53	18	44	7	0	6	21	1

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

As is evident from item no. 4.3 above, the number of computers with internet connection has increased, leading to increase of access for teachers and students. Regarding e-Governance, two employees from the office were given training for two days for computerisation of salary account (COSA) at Cooch Behar Treasury-I.

4.6 Amount spent on maintenance* in lakhs (*maintenance is done from contingency grants and by Public Works Departments):

  i) ICT   0.61

  ii) Campus Infrastructure and facilities   19.81445

  iii) Equipments   0.28

  iv) Others   0.27

              Total :   20.97445

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 monitored and reviewed, and personal counselling is given by the teachers, if necessary. The teachers also take care to listen to the students about their personal problems and provide suggestions. The progression of the pass-out students are tracked through the office and the various departments to the extent possible.

5.3 (a) Total number of students

Degree College			IGNOU		DE centre, BU
UG	PG	Ph. D.	UG	PG	PG
1942	206	0	481	150	375

(b) No. of students outside the state

Degree College	IGNOU centre
0	3

(c) No. of international students

Degree College	IGNOU
0	7 (Male 5, Female 2)

(d) For the Degree College

Men
No	%
1203	56

Women
No	%
945	44

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1418	456	124	41	35	2074	1468	472	128	42	38	2148

Demand ratio: 19.3

Dropout % 24.5

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. However, related records show no activities of the two centres this year. Mock tests were, however, conducted at the departmental level for TIFR, JAM and JEST.

No. of students beneficiaries   25

5.5 No. of students qualified in these examinations

NET   16   SET/SLET   4   GATE   CAT

IAS/IPS etc   State PSC   10   UPSC   Others   8

5.6 Details of student counselling and career guidance

Indian Air-force conducted a Workshop in which 150 students participated. 60 1st year UG Science students participated in Jagadish Bose National Science Talent Search (JBNSTS) seminar for motivation to research.

No. of students benefitted   210

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	4

* 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 [25] National level [0] International level [0]

No. of students participated in cultural events:

State/ University level [3] National level [ ] International level [ ]

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

Sports: State/ University level [3] National level [ ] International level [ ]

Cultural: State/ University level [1] National level [ ] International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs.)
Financial support from institution		
Financial support from government	84	314700
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 [3]

5.13 Major grievances of students (if any) redressed:

In the girls' hostel, the inmates complained about the non-functioning of some of the aqua-guards for providing clean and safe drinking water. They were repaired. In the boys' hostel, some of the old/torn beds were replaced with new ones and the non-working calling bells were put to order.

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 and Cooch Behar Panchanan Barma University, the College cannot develop its curriculum other than through its representatives in the Board of Studies at the Universities.

6.3.2 Teaching and Learning

Mock tests were conducted in some departments before the University examinations and various competitive examinations for entry to integrated academic programmes in other institutions. Also, outside-classroom discussions arranged occasionally.

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

10 computers were added to the existing number, enhancing utility and access to internet connection. The construction of a 3-storied building started adjacent to the centenary building only for academic purpose. The central library subscribes 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. This year 25 teachers were benefited from such programmes. 2 support staff members were also sent to the Cooch Behar Treasury for training in COSA software.

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. Admission process was conducted within the university norms.

6.4 Welfare schemes for

Teaching	West Bengal Health Scheme, Group Insurance, medical allowance
Non teaching	West Bengal Health Scheme, Group Insurance, medical allowance
Students	Availability of various scholarships, support from the Students' Union (Book Bank)

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?

For UG Programmes   Yes ☐   No ☐   N.A

For PG Programmes   Yes ☐   No ☐

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

None

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

No.

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

Two office employees were given training for two days for computerisation of salary account (COSA software) at Cooch Behar Treasury-I.

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.

> Mock tests were conducted in some departments before the University examinations and various competitive examinations for entry to integrated academic programmes in other institutions.

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. Publication of academic journals.

* 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 create 9 permanent posts of Group-D staff.
>
> b) To install a rain-water harvesting unit within the college premise.

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 2013-14 currently serves the college.

_____***_____

<u>Annexure I</u>

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 2013-2014

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	First week of September	First 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	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	

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
   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.