



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

The Annual Quality Assurance Report
(AQAR)

for

2014-2015

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:	Amaresh Mandal
Mobile:	9432861410
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-2014-2015-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)

2014-15

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 2013-14 submitted to NAAC on (31/03/2016)
- ii. AQAR 2012-13 submitted to NAAC on (31/03/2016)
- iii. AQAR 2011-12 submitted to NAAC on (31/03/2016)
- iv. AQAR 2010-11 submitted to NAAC on (31/03/2016)

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:

P.G. programmes (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

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

2. IQAC Composition and Activities

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To create 9 new Group-D posts. 2. To install a rain-water harvesting unit.	1. The Group-D posts were created and 6 employees were appointed. 2. A rain-water harvesting unit was installed near the museum maintained by the History 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

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes (a=b+c+d)*	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+d)*
PhD	0			
PG	17=4+8+5			2=0+2+0
UG	19=13+6+0			4=0+4+0
PG Diploma	4=0+4+0			3=0+3+0
Advanced Diploma	0			
Diploma	3=0+3+0			3=0+3+0
Certificate	6=0+6+0			6=0+6+0
Others	1=0+1+0			3=0+3+0
Total	50=17+28+5			21=0+21+0
Interdisciplinary	15=0+15+0			13=0+13+0
Innovative	11=0+11+0			9=0+9+0

*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 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.

Revision/updating of syllabus was done for Mathematics, Sanskrit, English and Zoology.

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
90	60	11	1	18*

* one teacher left the College on 2.11.2014.

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	
R ¹	V	R ²	V	R ³	V	R	V
14	15	0	7	0	5	14	27

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

²R=Recruitments + Net Transfers

³R= Recruitments + Net Transfers

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

0	0	60
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	14	10
Presented papers	16	22	10
Resource Persons	1	4	0

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

Films, documentaries, recordings and clippings downloaded from authentic/relevant/educational websites were shown and access to e-books/websites provided.

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

183

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

None

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

4

0

0

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

81.13

(b) for the IGNOU centre

85

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 %
U.G. (Hons)	285	19	72	1	92
U.G.(General)	199	2.5	42	35.5	80
P.G.	77	48	48	N.A	96

(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
492	198	9.09	94.45	66.66	4.76	1	0	76.75	99.21

(c) For Distance Education centre, Burdwan University

Total no. of students appeared	Division		
	I %	II%	Pass %
PG	PG	PG	PG
135	1.5	84.5	86

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	6
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	0
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	28	15	0	0
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

B N Seal Journal of Science and Victorian Journal of Arts are published each year. These journals contain scholarly articles of research, contributed mainly by the teachers of this College. They inculcate a sense of research among teachers. The IQAC promotes publication of these Journals.

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	8	1
Outlay in Rs. Lakhs	1.015	9.995	20.4	1.015

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	10	02
Non-Peer Review Journals	04	14	06
e-Journals	05	01	00
Conference proceedings	00	03	00

3.5 Details on Impact factor of publications:

Range¹ Average² h-index³ Nos. in SCOPUS⁴

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

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

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

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

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

Nature of the Project	Duration Year*	Name of the funding Agency	Total grant sanctioned	Received**
Major projects		UGC	0	56000
Minor Projects	2 year	UGC	2040000	1304250
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			2040000	1360250

*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. 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	1	0	0	0
Sponsoring agencies	UGC	UGC	0	0	0

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 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="3"/>
National level	<input type="text" value="3"/>	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="03"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="1"/>
		Any other	<input type="text"/>

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

The NSS wing of the college arranged a campaign for HIV/AIDS awareness. 12th January was observed as National Youth Day with parade and cultural participation. BANOMAHOTSAB Week, RAKSHABANDHAN UTSAV, NSS Day were observed in the College. The NSS members took part in cleaning College water tanks and maintaining environment friendly atmosphere within the College premises. They also acted as volunteers in the Annual Day Celebration on 3rd September. A mock District Level Youth Parliament was organised in the College.

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	13.267acres		Donated by King of Coochbehar	13.267acres
Class rooms	42	01	The King of Coochbehar and the Government of West Bengal	43
Laboratories	23		UGC & State Govt.	23
Seminar Halls	2	0		02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			UGC and State Govt.	
Value of the equipment purchased during the year (Rs. in Lakhs)	Incomplete data	2	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 the high rate of upgradation and AMC of LibSys software, this year the Library has taken the decision to implement the Library Automation software KOHA, which is an open source integrated library management system software and started to make entries of library materials in Microsoft Excel as the data of the excel sheets can easily be converted into the KOHA database. A database of 2395 entries of library materials has been created so far. Also a users' database of the teaching and non-teaching staff has been prepared by the Library.

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	68895	Not available	354	121309	69287	
Reference Books	[split up not available]		38	28636		
e-books*	93809				93809	
Journals**	Not available	Not available				
e-Journals*	6247				6247	
Digital Database						
CD & Video	14	3070				
CD & Video (As Accompanying Material with Books)	26		3		43	
Books received as gift			382		382	

*Registered under N-List Programme of UGC-Infonet (Subscription – Rs. 5725/-); ** 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	53	18	44	7	0	6	21	1
Added	0	0	0	0	0	0	0	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.)

Regarding e-Governance, two employees from the office were given training for two days for *e-Pradan* salary system at Coochbehar Treasury-I.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.62
ii) Campus Infrastructure and facilities	13.77909
iii) Equipments	0.32
iv) Others	0.16
Total:	14.87909

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		DDE,BU
UG	PG	Ph. D.	UG	PG	PG
2583	216	0	492	198	355

(b) No. of students outside the state

Degree College	IGNOU centre
0	4

(c) No. of international students

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

(d) For the Degree College

Men	No	%	Women	No	%
	1567	56		1232	44

No	%
1232	44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1468	472	128	42	38	2148	1922	615	168	55	39	2799

Demand ratio

16.8

Dropout %

19.33%

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.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="9"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

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	5

* 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

Notification was made regarding an essay competition entitled 'Save the girl child – teach the girl child' for U.G. girl students of this College. Essays were to be sent to the Director, Centre for Women's Studies, North Bengal University within 8th March (International Women's Day).

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	16	76800
Financial support from other sources		
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

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

Films, documentaries, recordings and clippings downloaded from authentic/relevant/educational websites were shown and access to e-books/websites provided.

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 laboratory equipments.
- 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. This year 20 teachers were benefited from such programmes. 2 support staff members were also sent to the Cooch Behar Treasury for training in E-pradan 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

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?

NA

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 Parents-Teachers Association.

6.13 Development programmes for support staff

Two office employees were given training for two days for *e-Pradan* system of salary payment at Coochbehar 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. 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.

Films, documentaries, recordings and clippings that were downloaded from relevant/educational websites and shown and access to e-books/websites that was provided generated a genuine interest among students in the respective topics.

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

1. To initiate the process of making the Alumni Association a duly registered body.
2. To establish a Governing Body for this College as a proximate body of governance which the College administration can look up to under contingent situations and to solve difficult local issues. The ultimate authority, however, rests on the government of West Bengal since it is a State Government College.
3. To open the 3-storeyed building under construction to the three Postgraduate Arts Departments.
4. To allocate the rooms that will be vacated by the above three PG departments to other departments which are in need of more rooms.
5. To reserve some rooms to give better accommodation to Women's Cell, the Alumni Association, and the North Bengal and North Eastern Regional Cultural centre and Museum.
6. To prepare and implement an environmental plan for the College campus including the green house and the herbal garden.

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 2014-15 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 2014-2015

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			As per University Schedule(For SEM-I)	
Annual Day Celebration	3 rd September				
Freshers' Welcome (Nabeen Baran)	4 th 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			Third week of November		March - April
Institute visits/Green visits		Second week of December			
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
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.