सत्यमेव जयते

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

The Annual Quality Assurance Report (AQAR)

for

2015-2016

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 (till 26.11.2015), Bimal Kumar Saha (from 26.11.2015)

Tel. No. with STD Code:

03582226112

Mobile:

9474540386

Name of the IQAC Co-ordinator:

Amaresh Mandal (till 01.12.2015)

Debabrata Lahiri (from 06.01.2016)

Mobile:

9433276658

IQAC e-mail address:

iqac@abnscollege.org

1.3 NAAC Track ID

N.A.

1.4 NAAC Executive Committee No. & Date:

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-2015-2016-EC46A-n-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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

19/10/2009

1.8 AQAR for the year *(for example 2010-11)*   2015-16

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)*

        AQAR 2014-15 submitted to NAAC on (31/03/2016)
        AQAR 2013-14 submitted to NAAC on (31/03/2016)
        AQAR 2012-13 submitted to NAAC on (31/03/2016)
        AQAR 2011-12 submitted to NAAC on (31/03/2016)
        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

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

> University Of North Bengal (U.G.II-Year & U.G.III-Year), Cooch Behar Panchanan Barma University (P.G. and UG I-Year)

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 | 11 |

2.2 No. of Administrative/Technical staff | 1 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and

community representatives | 1 |

2.7 No. of Employers/Industrialists | 1 |

2.8 No. of other External Experts | 2 |

2.9 Total No. of members   19

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: No. 0   Faculty 0

Non-Teaching Staff 0   Students 0   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. 1   International 0   National 0   State 0   Institution Level 1

(ii) Themes | Modernization of academic and administrative management in the College

2.14 Significant Activities and contributions made by IQAC

(i)	IQAC is instrumental behind publication of the College Annual Report *Samay,*
(ii)	It has a facilitating role in forwarding the files of faculty members to the Higher Authority for their career advancement under Career Advancement Scheme (CAS).
(iii)	IQAC extended a helping hand to the NAAC Steering Committee of the College by providing necessary data related to this College for preparation of the Self Study Report (SSR) for 2nd cycle of its accreditation by NAAC.
(iv)	In one of the meetings held by IQAC (on 27.06.16), it was resolved that a guest lab-bearer in the Department of Chemistry would be appointed and be given the additional charge of preparation of water at the distilled water unit in this department. This resolution was taken in view of the acute shortage of support staff at the three laboratories of the Chemistry Department, on the basis of a written appeal from the Head, Department of Chemistry.

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 initiate the process of establishing an Alumni Association and Parents-Teachers Association as duly registered bodies.	1. Modalities have been framed and initial formalities have been completed.
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.	2. Steps regarding this have already been taken in this academic session and it is to be established in the coming academic year.
3. To open the 3-storeyed building under construction to the three Postgraduate Arts Departments.	3, 4 & 5. All the construction work, work related to electrical connection and water supply was not completed by the Public Works Department within June, 2016.
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 setting up an herbal garden.	6. The herbal garden named *Parashar Udvid Udyan* has been created in front of *Ankur* Building.

* 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+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	20=14+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 $\boxed{0}$ Parents $\boxed{0}$ Employers $\boxed{0}$ Students $\boxed{0}$

(On all aspects)

Mode of feedback   :   Online $\boxed{\text{N.A}}$ Manual $\boxed{\text{N.A}}$ Co-operating schools (for PEI) $\boxed{\text{N.A}}$

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.

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
86	52	17	1	16

2.2 No. of permanent faculty with Ph.D. $\boxed{34}$

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	V	R	V
-1	17	0	7	0	0	-1	24

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

[2]R=Recruitments + Net Transfers

2.4 No. of Guest and Visiting faculty and Temporary faculty: | 0 | 0 | 60 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	38	55	44
Presented papers	20	38	0
Resource Persons	2	5	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)

181

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

0	0	0

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

79.27

(b) for the IGNOU centre

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 %
U.G. (Hons)	382	25.91	67.59	1	94.5
U.G.(General)	192	3.12	46.88	31.25	81.25
P.G.	113	35.39	62.84	N.A	98.23

 (b) For the IGNOU centre

Total no. of students appeared		Division							
		I %		II %		III %		Pass %	
UG	PG	UG	PG	UG	PG	UG	PG	UG	PG
512	168	10.09	91.45	66.66	4.76	1	Nil	77.75	96.21

(c) For Distance Education centre, Burdwan University

Total no. of students appeared	Division		
	I %	II%	Pass %
PG	PG	PG	PG
322	17.08%	80.74%	97.82%

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	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	6
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	34	15	6	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	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	8	9	1
Outlay in Rs. Lakhs	2.6	9.8765	12.4765	2.6

3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	28	23	06
Non-Peer Reviewed Journals	00	09	01
e-Journals	28	01	00
Conference proceedings	00	35	00

3.5 Details on Impact factor of publications:

Range[1] | 0.16-6.391   Average[2] | 1.79   h-index[3] | 12-143   Nos. in SCOPUS[4] | 19

[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.

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				
Minor Projects	2 year	UGC	1247650	1247650
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			1247650	1247650

*Duration = Corresponds to projects sanctioned in the year.

3.7 No. of books published   i) With ISBN No. | 2 | Chapters in Edited Books | 6 |

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 | 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	0	0	0
Sponsoring agencies	UGC	UGC	0	0	0

3.12 No. of faculty served as
experts, chairpersons or resource persons 5

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

who are Ph. D. Guides

and students registered under them

| 4 |

| 10 |

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 | 1 | 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 | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 2 |

National level | 7 | 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 | 3 | International level | 0 |

3.25 No. of Extension activities organized

University forum | | College forum | |

NCC | 3 | NSS | 0 | Any other | |

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

Women's Cell of the College organized a three-day programme from 8th March, 2017, to observe the World Women's Day. Apart from lectures and cultural programmes on gender issues, a photography-cum-book exhibition was also organized in collaboration with the Central Library.

The Women's Cell extended a helping hand to the children of sex workers in the Kalabagan locality of Cooch Behar by visiting them and distributing among 69 little students study materials like exercise books, pens, pencils, erasers, geometry set, sketch books and colours.

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	43		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 (≥ 1-0 lakh) during the current year.			UGC and State Govt.	
Value of the equipment purchased during the year (Rs. in Lakhs)	Incomplete data	20.23191	UGC(CPE),	
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 4 Desktop Computers in working condition in the Library one computer is used as the Server for the Library Automation Software., which was LibSys (LS Starter Rel 5.7.2) till 2013-14. Two computers were used as Clients for the said software. Data Entry of library materials is still in progress. Internet connection is available in the Library. Data entry of 500 books in LibSys package was completed.

Due to the high rate of upgradation and AMC of LibSys software, it was decided last year 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 2996 entries of library materials has been created on KOHA 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	69287 [split up not available]	Not available	1464	714903	70751	
Reference Books			[Split up not available]			
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)	29				43	
Books received as gift	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	Depart -ments	IQA C
Existing	53	18	44	7	0	6	21	1
Added	27	-6	-30	-7	0	0	32	1
Total	80	12	14	0	0	6	53	2

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

None.

4.6 Amount spent on maintenance in lakhs:

i) ICT

2.5549

ii) Campus Infrastructure and facilities

14.17

iii) Equipments

1.49825

iv) Others

1.33871

Total:

33.10224

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	UG	PG	PG
1901	232	512	168	322

(b) No. of students outside the state

Degree College	IGNOU centre
0	4

(c) No. of international students

Degree College	IGNOU centre
0	7

(d) For the Degree College

Men

No	%
690	36.3

Women

No	%
1211	63.7

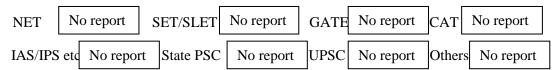| Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1554	355	33	35	06	1983	1408	352	33	99	09	1901

Demand ratio 15.3   Dropout % 17.21%

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.

No. of students beneficiaries | 152

5.5 No. of students qualified in these examinations

NET	No report	SET/SLET	No report	GATE	No report	CAT	No report
IAS/IPS etc	No report	State PSC	No report	UPSC	No report	Others	No report

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	70

5.8 Details of gender sensitization programmes

> Vide 3.26, Part-B

5.9 Students Activities

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

      State/ University level   32   National level   0   International level   0

      No. of students participated in cultural events

      State/ University level   3   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   0   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	91	40950
Financial support from government	375	5,00,000
Financial support from other sources	70	2,10,000
Number of students who received International/ National recognitions	40	24,00,000

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:

Complaints relating to hostel facilities were attended to. Two water purifiers were installed. Repair work was undertaken for broken furniture items, doors and windows.

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.

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) Purchase of computers and LCD projectors for all the Departments; computers for Library and IQAC.

c) Installation of solar lights.

d) Creation of a medicinal garden.

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

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 has started the process of establishing a Parents-Teachers Association as a
> registered body.

6.13

> None.

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

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

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

> 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.

a) Conducting career oriented and interdisciplinary courses.

b) Organizing Academic Book Fair in the College campus.

* Details in Annexure- III

7.4 Contribution to environmental awareness / protection

Given in Part-B 6.14

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add

Strength:
    Teacher-student ratio is very healthy.
    Both the central library and the departmental seminar libraries are rich in collection.
    Teachers are accessible to students beyond class hours.
    The campus is peaceful.
Weakness:
    Some departments lack adequate infrastructure.
    Less than adequate use of ICT in teaching.
Opportunities:
    Given the healthy teacher-student ratio there is scope for a better teacher-student interaction.
    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.
    Internet can be used as a tool to supplement classroom teaching through, for example, blog posts.
Challenges:
    To provide state-of-the-art facilities to students, teachers and the support staff.
    To overcome infrastructural problems, including those caused by external factors such as

8. Plans of institution for next year

1. To complete the process of establishing Alumni Association and Parents-Teachers Association as duly registered bodies.

2. To complete the already initiated process of establishing a Governing Body for this College.

3. To implement the spatial reorganization of a few Departments in view of the new 3-storeyed building which is about to be handed over to the College by the Public Works Department.

4. To assign names to the College buildings and names and/or numbers to the rooms in each building in a systematic way.

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 implement the plan to establish a green house.

7. To undertake a massive repair work of the College infrastructure.

8. To take up a beautification project for the College campus keeping in view environment and economic management of plant resources of the College.

9. To make the exercise of budget preparation introduced this year a regular annual event. It was also planned to introduce other financial practices to make the system more transparent. It was also planned to make data management more systematic.

Name: Debabrata Lahiri

Signature of the Coordinator, IQAC

Name: Bimal Kumar Saha

Signature of the Chairperson, IQAC

****

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 2015-2016**

SCHEDULE	B.A. / B.Sc.			M.A. / M.Sc.	
	PART-I	**PART-II**	**PART-III**	**SEM- I & III**	**SEM- II & IV**
Admission	July-August	NA	NA	First week of July(For SEM-I)	NA
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-a

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 coursesthree 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-b

1. Title of the Practice
   Organizing Academic Book Fair in the College campus.
2. Goal
   The purpose of organizing the Book Fair is to inculcate in the students the spirit of consulting standard texts and references in the process of learning. It also tries to put across the message to the students that buying books is an activity worthwhile to practise.
3. The Context
   Students have access to the College Library and Departmental libraries which have a rich collection of texts and references. However, they don't have rack access. The books they borrow from the libraries are the books referred to them by the teachers. In a Book Fair, on the other hand, they have rack access and the opportunity to browse. That way they may chance upon a useful book they would not have otherwise known does exist. Moreover, recently published books or new editions of existing books not yet acquired by the College Library may also come to their notice through such Book Fairs. On top of this, they have the opportunity here to buy books for their personal collection. For students in this small town an academic book fair is, therefore, an event worth looking forward to.

4. The Practice
   The Academic Book Fair was first held in the College in the 2009-2010 academic year. From then on it has become an Annual event. This fair is not only attended by the students and teachers of this College, students and teachers from other Colleges are also cordially invited to join the fair, which they do quite enthusiastically. Publishers and booksellers from Kolkata like Pelican, Dasgupta, Reader Digest, Universal, United Book Concern etc. as well as local booksellers like National Library from Siliguri, and *Sahitya Bichitra* from Cooch Behar also participate in the fair. This year the fair was arranged from 7th to 10th April, 2016.

5. Evidence of Success
   The fair was attended by a large number of students and teachers including Principals from different colleges of Cooch Behar. Participation by students and the staff of this College is overwhelming. Booksellers do brisk business on high demands from the buyers. Most importantly, students have realized the importance of books as handmaiden of learning.
6. Problems encountered and Resources Required
   Since an academic book fair is the place where the academic interest of the College syncs with business interest of the booksellers, the financial requirement of holding the Fair is taken care of by the latter while the College provides the necessary space for the Fair.