



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

The Annual Quality Assurance Report
(AQAR)

for

2016-2017

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:

Bimal Kumar Saha

Tel. No. with STD Code:

03582226112

Mobile:

9474540386

Name of the IQAC Co-ordinator:

Debabrata Lahiri

Mobile:

9433276658

IQAC e-mail address:

iqac@abnscollege.org

1.3 NAAC Track ID

WBCOGN13709

1.4 NAAC Executive Committee No. & Date:

EC(SC)/23/A & A/24.2 dated 28.03.2017

1.5 Website address:

<http://www.abnscollege.org>

Web-link of the AQAR:

<http://abnscollege.org/aqar.php>

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	A	3.07	2017	2017-2022

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

1.8 AQAR for the year (for example 2010-11): **2016-17**

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))

AQAR 2015-16 submitted to NAAC on (31/03/2016)

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

1.12 Name of the Affiliating University (for the Colleges)

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

Non-Teaching Staff Students Alumni Others

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) Theme

2.14 Significant Activities and contributions made by IQAC

- (i) IQAC is instrumental behind formation of two registered associations to encourage stakeholders' participation. Both Alumni Association and Parent Teacher Association were formed and registered under Societies' Act during the year. These two bodies have already started to contribute to College development through their financial and logistic support to academic and campus beautification activities.
- (ii) One International Seminar of Humanities and Social Sciences, One National Seminar of Science as well as Memorial Lectures by all the Departments of the College could be undertaken under the active stewardship of IQAC.
- (iii) IQAC is instrumental behind publication of the College Annual Report *Samay*,
- (iv) Feedbacks from outgoing students were taken, analysed, and circulated to relevant wings of the College. It was revealed that compared to the previous year not only students are more positive this year towards library and laboratory services, in their perception grievance Redressal cell has also performed better.
- (v) IQAC has recommended to the College authority to forward applications of faculty members to participate in faculty development programmes. In the year seven teachers have successfully completed Refresher Courses, and one teacher has successfully attended a Workshop. 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).
- (vi) IQAC had significant role in shoring up students' discipline and campus security by suggesting appropriate measures.

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 complete the process of establishing Alumni Association and Parent-Teacher Association as duly registered bodies.	1. Both the Associations have been established as duly registered bodies.
2. To complete the already initiated process of establishing a Governing Body for this College.	2. The Governing Body has been formed and has also become functional.
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.	<p>The 3-storeyed building was opened and allocated to the three Postgraduate Arts Departments.</p> <p>The rooms vacated by the above three PG departments were allocated to Economics and Physiology Departments which had acute shortages of rooms.</p>
4. To assign names to the College buildings and names and/or numbers to the rooms in each building in a systematic way.	<p>4. Setting aside the Administrative Block , which is a designated <i>Heritage Building</i>, the buildings were named as follows: <i>Bikshan</i> (Chemistry Block), <i>Prakriti</i> (Economics and Geography Block), <i>Acharya Brojendra Nath Seal Block</i> (Political Science, Philosophy and English Block), <i>Shatabhisha</i> (Centenary Building), <i>Maharaja Nripendra Narayan Bhavan</i> (Post Graduate Block), <i>Ankur</i> (Botany and Zoology Block) and <i>Manan</i> (Library). Two off campus buildings were names as <i>Antara</i> (Bairagi Dighi campus) and <i>Torsha</i> (near Sahitya Sabha).</p> <p>Three-digit-numbers prefixed by the first letter of the building have been assigned to each room.</p>
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.	5. One room each was allotted to Women's Cell, the Alumni Association and the North Bengal and North Eastern Regional Cultural centre and Museum. In addition Parent Teacher Association has also been allotted a room.
6. To implement the plan to establish a green house.	6. The green house in front of Botany Department has become operational.

7. To undertake a massive repair work of the College infrastructure	7. Repair work in the classrooms, students' toilets, staff rooms, College office has been done extensively. Physiology laboratory was set up after relocation of the Department to the more spacious ground floor of <i>Shatabhisha</i> . The IQAC room has also been renovated.
8. To take up a beautification project for the College campus keeping in view environment and economic management of plant resources of the College.	8. Extensive beautification work including floral gardening, gardening of medicinal plants, landscaping, maintaining of the playground, repairing and beautification of pathways with benches alongside, were undertaken. A security outpost at the College gate was built with a beautifully ethnic look.
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.	9. In one of the meetings held by IQAC (on 14.07.16), it was resolved that a pro tem budget encompassing all wings of the college would be prepared for the financial year 2016-2017. Subsequently such a budget was prepared by a newly formed College Budget Committee and ratified in an all wing meeting.

* 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	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	4	0	0	0
UG	16*	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	20	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

* Includes 14 Honours Courses and two General Stream courses – Science and Arts.

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	4
Trimester	0
Annual	16

1.3 Feedback from stakeholders*: Alumni: 0 Parents: 30 Employers:0 Students: 20

(On all aspects)

Mode of feedback : Online:0 Manual:50 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: None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
83	55	12	0	16

2.2 No. of permanent faculty with Ph.D: 31

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors +Associate Professors (both WBES posts)		Professors (WBSES posts)		Others		Total	
R ¹	V	R ²	V	R	V	R	V
-2	18*	-1	8	0	0	-3	26*

*one WBES post has been transferred from Geography Department to another Government College by Government of West Bengal.

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

²R=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	14	14	5
Presented papers	14	11	4
Resource Persons	1	1	2

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)

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

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

14	0	14
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2.10 Average percentage of attendance of students (a) for the degree college
(b) for the IGNOU centre

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	First Class %	Pass %
U.G. (Hons)	263	11.4	84.4
U.G.(General)	239	3.8	57.7
P.G.	84	3.6	89.3

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

The IQAC's contribution to Teaching & Learning processes usually takes the following forms:

- i) Annual feedback analysis: Feedbacks are taken from the outgoing students through questionnaires. Data contained therein are processed and analyzed. Results of the analysis are discussed and disseminated among the concerned departments for remedial and quality maintenance measures.
- ii) IQAC meets stakeholders like students, teachers, and office staff to identify bottlenecks and initiate corrective measures.
- iii) IQAC prepares Academic Calendar that guides academic activities and guardian teacher interface throughout the year.
- iv) IQAC actively encourages academic departments to pursue students' mentoring.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	6
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	14
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	32	17	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. Both the journals have been enlisted this year by the UGC. These journals contain scholarly articles of research, contributed by scholars from colleges and universities mostly from West Bengal, but also from outside the state and abroad. They inculcate spirit of research among teachers. The IQAC promotes publication of these Journals.

IQAC sensitizes young teachers to undertake research projects funded by UGC and other funding agencies. It also works towards a congenial atmosphere in the college for teachers pursuing their Ph D degrees or intending to participate in other faculty development programmes.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned(₹)	Submitted
Number	1	0	0	1
Outlay in Rs. Lakhs	25.0848	N.A	N.A	25.0848
Funding Agency	DST-SERB	N.A	N.A	DST-SERB

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	1	0	4
Outlay in Rs. Lakhs	10.2	4.2	N.A	10.2
Funding Agency	UGC	UGC	N.A	UGC

3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	36	36	0
Non-Peer Reviewed Journals	00	00	02
e-Journals	0	0	01
Conference proceedings	00	03	00

3.5 Details on Impact factor of publications:

Range¹ 0.274-6.065 Average² 1.84 h-index³ 3-20

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.

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(Rs)**	Received** (Rs)
Major projects		DST-SERB	25,08,480	11,58,480
Minor Projects		UGC	14,40,000	1,51,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			39,48,480	13,09,980

* Corresponds to projects sanctioned in the year.

**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: Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	0	0	0	0

3.12 No. of faculty served as

experts, chairpersons or resource persons

4

3.13 No. of collaborations

International 0

National 1

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	2	0	0

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

No. of students registered under them

No. of students awarded Ph.D

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

The College is not empowered to award Ph.D degrees. Faculty members work as Ph.D supervisors/joint supervisors after being permitted by respective universities.

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 State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

i). The College NSS wing with the help from the Department of Physiology conducted a special Health Camp at its adopted village Lankabari from 25.04.2017 to 31.04.2017. A socio-economic survey was also conducted during this special camp.

ii) The College was entrusted by the Government of West Bengal, twice in the year, with the task to undertake Third Party Assessment of the Border Area Development Programme, a Central Government Project executed by the State Government, in the eight blocks of Cooch Behar district, which have borders with the neighbouring country Bangladesh.

In the first phase assessment of 30 BADP schemes executed in the Financial Year 2014-2015 was done from 20 September 2016 to 31 September 2016. The schemes comprised 14 roads, 5 bridges, 3 community halls, 2 solar light installations, 1 span-box culvert, 1 modern market, 1 park improvement scheme, and 3 Lavatory schemes.

In the second phase assessment of 33 BADP schemes executed in the Financial Year 2015-2016 was done from 16 December 2016 to 22 December 2016. It was a wide array of schemes, which included roads, waiting sheds, solar lights, ambulances, one community hall, *anganwadi* centres, hostels, hospitals, one mini dispensary, one market complex and renovation work of a tourist place. Each day the Team used to spend more than 10 hours on road, and inspection work often continued even after sunset. Teachers in the inspection teams stretched themselves to this extent because they considered this work as an opportunity to contribute in their humble way to the cause of the larger society.

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	New Physiology Lab. Replaced the old one.	UGC & State Govt.	23

Seminar Halls	2	0		2
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	20.23191	UGC(CPE), Govt. Of West Bengal	
Students' Union Room, Students' Common Rooms (Girls' and Boys'), Canteen	4	0	Govt. of West Bengal	4

4.2 Computerization of administration and library

Three computers of the Library are now connected through LAN. WiFi from Jio has been installed. Library automation was started in 2016 with the help of UGC CPE fund. Koha Integrated Library Software was purchased along with a Library Server. This year data entry for 1500 library books and labelling of 3000 books have been completed.

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. Admission process is conducted online as well as onsite, but the process is completely computerized.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	70751	Not available	577	267920	71328	
Reference Books	[split up not available]		[Split up not available]			
e-books*	93809				93809	
Journals**	Not available	Not available				
e-Journals*	6247				6247	
Digital Database						
CD & Video	43	3070	40	2950	83	6020
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	Depart-ments	IQAC
Existing	73	12	14	0	0	6	53	2
Added	27	4	4	0	0	2	21	0
Total	100	16	18	0	0	8	74	2

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

Nine teachers from the College participated in a 3-day workshop on LaTeX, conducted by Mumbai IIT and held at Cooch Behar College during 29-31 August 2016.

4.6 Amount spent on maintenance in lakhs (Rs.):

- i) ICT: 2.7241
- ii) Campus Infrastructure and facilities: 21.19
- iii) Equipments: 1.63573
- iv) Others: 1.41862

Total: 26.96845

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- (i) 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.
- (ii) Displays informing the existence of anti-ragging cell and anti-ragging provisions at prominent places of the campus.
- (iii) 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

Undergraduate: 1889

Postgraduate: 217

(b) No. of students outside the state: 0

(c) No. of international students: 0

(d)

Men	No	%	Women	No	%
	1083	51.4		1023	48.6

Last Year						This Year					
General	SC	ST	O BC	Physically Challenged	Total	General	SC	ST	OB C	Physicall y Challeng ed	Total
1408	352	33	99	09	1901	1262	486	71	287	14	2106

Demand ratio: 16.8

Dropout: 12.7 %

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: 131

5.5 No. of students qualified in these examinations

NET: No reports	SET/SLET: No reports	GATE: No reports	CAT: No reports
IAS/IPS etc N.A	State PSC: No reports	UPSC: N.A	Others: N.A

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	No reports

5.8 Details of gender sensitization programmes

The College takes special care for gender sensitization through *Bishakha* and Equal Opportunity Cell. Like in every year, a special programme has been organized by the Women's Cell of the College to observe the World Women's Day on 8th March, 2017. An exhibition of books on gender issues and books written by women authors along with an exhibition of visual arts on gender related theme was also organized by the Central Library on this occasion.

5.9 Students Activities

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

State/ University level: 35 National level: 0 International level: 0

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: 0 National level: 0 International level: 0

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

5.10 Scholarships and Financial Support:

Approximately 90% of students get stipends/scholarships at an average of approximately ₹ 1500.00 per annum. They come under various government and private schemes, which have

started to disburse stipend/scholarship money online. Function of the College is to forward the applications to respective sponsors.

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. Major repair work was undertaken for the girls' hostel, including its kitchen, rooms, and garden facilities. Broken furniture items, doors and windows were repaired in the boys' hostel too..

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

The College is handicapped by fund availability to institute a full-fledged Management Information System. However, IQAC has taken an initiative to build a database system for teachers. IQAC also organized a seminar on 8th December 2016 where Md Abu Sayed, an Application Developer, gave a presentation on different aspects of Management Information System.

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 Cooch Behar Panchanan Barma University, the College cannot develop its curriculum other than through its representatives in the Board of Studies at the Universities. However, a number of innovative courses along with syllabi were prepared and submitted to the University for their incorporation in the ensuing CBCS curriculum that was to be implemented from 2017-18 academic year.

At the initiative of the Alumni Association a certificate course on value education has been launched in the year.

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) Construction of Physiology Laboratory.
- b) Renovation of classrooms,
- c) Renovation of toilets
- d) Renovation of IQAC office.
- e) Renovation of canteen
- f) Installation of solar lights.
- g) Landscaping and gardening work
- h) Construction of guard's room at the College gate.

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 30 teachers were benefited from such programmes.

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 stipends/scholarships

6.5 Total corpus fund generated

The College being under direct control of the Government of West Bengal, is not empowered to generate funds on its own.

6.6 Whether annual financial audit has been done: Yes

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 declare results within 30 days?

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

Alumni Association actively participated in the beautification work of the College. The Association has also started a certificate course on value education from this year.

6.12 Activities and support from the Parent – Teacher Association

The Parent – Teacher Association funded all the Departmental Memorial lectures. The Association also extended its support to the renovation work that was undertaken on a massive scale this year.

6.13 Development programmes for support staff

The College has initiated a system of incentive for its support staff in the way of recognizing good work by conferment of annual prizes each year.

This year, the College organized an event of extramural activities by children of the College staff and awarded the winners.

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

- a) Maintenance 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.

Two smart classrooms were commissioned. The audio-visual aid as well as online learning resources to which access was thus created has made teaching-learning experience much more rewarding.

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) Adoption of *Lankabari* village.
- b) Publication of Academic Journals

* Details in Annexure- III

7.4 Contribution to environmental awareness / protection

Given in Part-B 6.14

7.5 Whether environmental audit was conducted?

A list of trees within the College campus was drawn up and the trees were labelled accordingly.

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:

- The morning section is understaffed.

Less than adequate use of ICT in teaching.

Opportunities:

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 inadequate provision of municipality services, e.g., drainage.

8. Plans of institution for next year

- I. A few value added courses like Media Studies and Tourism Management be introduced.
- II. An inter-disciplinary collaboration be initiated.
- III. Introduction of Physiology as a general subject for Honours students be introduced.
- IV. PG courses in a number of Departments be contemplated, including the Department of Philosophy, by ensuring adequate teaching strength and liaison with the University.
- V. Formal Performance Audit be initiated.
- VI. Formal Academic Audit be initiated.
- VII. Formal Green Audit be initiated.
- VIII. An audit of sophisticated instruments be undertaken for ensuring their maintenance.
- IX. All the computers be protected by required software.
- X. Establishing an English Language Lab be considered by ensuring adequate teaching faculty.
- XI. People's Biodiversity Register be developed.
- XII. The College initiates the process to seek approval from the Higher Authorities to start UG Honours and General courses in Education in the College.

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

ACADEMIC CALENDAR FOR 2016-2017

SCHEDULE	B.A. / B.Sc.			M.A. / M.Sc.	
	PART-I	PART-II	PART-III	SEM- I & III	SEM- II & IV
Admission	June-July	N.A.	N.A.	1 st week of August (SEM-I)	N.A.
Publication of Class Routine	Mid-July	Mid-July	Mid-July	1 st week of August	2 nd week of January
Commencement of classes	Last week of July	Last week of July	Last week of July	1 st week of August	2 nd week of January
Registration of students	As per University Schedule	Not Applicable	Not Applicable	As per University Schedule(For SEM-I)	
Annual Day Celebration	3 rd September				
Freshers' Welcome (NabeenBaran)	4 th September				
Class Tests	3 rd week of September				
Guardians-Teachers Meet	4 th week of September				
Field excursion for specific departments			Last week of November		March - April
Class Tests	1 st week of December				
Institute visits/Green visits	2 nd week of December				
Students' Seminars in different departments	December			4 th week of November	1 st week of May
Annual Sports	Third week of December				
End-term Comprehensive Test	1 st week of January				
Form filling for Final Examination	As per University schedule			As per University schedule	
Guardians-Teachers Meet	1 st week of February				
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
Adoption of *Lankabari* village.
2. Goal
The goal is twofold. First, the College wanted to reach out to the society with a helping hand and secondly, by doing so the institution wanted to inculcate in its students a spirit of social responsibility.
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. On top of this the area is prone to frequent floods that render people homeless and susceptible to the attendant stresses, including disease. Lankabari is one such village at the bank of river Torsha that flows by the town. The people here are poor dependent as they are on the river and other petty jobs. Living condition is unhygienic, malnutrition is rampant, and disease is common.
4. The Practice
The College NSS wing decided to adopt Lankabari to ameliorate the distress of its people. Guided by their teachers the students started to interact with the villagers. The purpose was to first convince them that the project is purely developmental. After this confidence building process was successful, the College NSS wing with the help from the Department of Physiology conducted a special Health Camp at Lankabari from 25.04.2017 to 31.04.2017. Along with this physiological survey, a socio-economic survey was also conducted during this special camp. The villagers were made aware of the reasons of their ill-health that can be taken care of by modifying life style, hygiene-conscious behaviour and preventive health care. With these initial diagnoses done and primary advices dispensed with respect to health care, the next step is to involve doctors and the Health Department for next level logistic support. With respect to the socio-economic afflictions of the village the College has gathered some useful data to prepare a profile of households. The next step would be to draw up a plan of development.
5. Evidence of Success
The College has succeeded to instil confidence in the villagers about the good intention of the NSS volunteers. This was a necessary first step to start a development project in any community, especially when participatory practice is required. Not only have the villagers participated in the special health camp mentioned above, they have also cooperated with our surveyors who conducted the socio-economic survey.
6. Problems encountered and Resources Required
Initial scepticism among the villagers about the real intention of the NSS volunteers was an initial hurdle that the NSS team successfully handled with the soft skill that they were trained in by their teachers particularly for this purpose. Accompanying teachers and the fact that only an educational institution is involved, also positively contributed to this confidence building exercise. The next hurdle is to convince the villagers that many of the ills afflicting them can be solved by themselves with little or no outside help. The importance of coordination and cooperation for mutual benefit had to be made clear to them by relating success stories elsewhere.
Till now the intellectual resource of the College and positive energy of the NSS volunteers, with some little financing from the College, have proved adequate. However, the project is expected to be further bolstered by fund from the affiliating university and supports from the Health Departments and other institutions like banks.

Best Practice - b

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 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. *Victorian Journal of Arts* is published biannually (January and July issues) and *B.N. Seal Journal of Science* is published once in a year. 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 the two journals are published in time. The effort is quite successful to date and the two journals are now familiar to a wide cross-section of the academic fraternity. This year both the journals have been enlisted by the UGC.
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.