AQAR—2011-2012 of Cooch Behar College Submitted Online on 26-09-12

INSTRUCTIONS
This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.
1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation
The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.
IMPORTANT
In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.
When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.
This survey does not allow you to have access to the filled up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.
In case you wish to retain printouts of the filled up questionnaire, please take a printout of each completed page before proceeding further.
1.
1. Kindly provide the details of the institution: Cooch Behar College, affiliated to the University of North Bengal, was established in 1970. The college is run by Grant-in-Aid and there are eighteen academic programmes are running. There are 29 teachers in the college which include full-time teachers, Part-time teachers, Contractual, Guest Lecturer and teachers in self-funded courses.

2. NAAC Accreditation/ Reaccreditation Details: The college was visited by the NAAC Peer Team from 17th to 19th December, 2009 and secured B Grade (CGPA: 2.16).
3. Institutional Status: UGC 2(f), 12(B)
4. Contact Person Details2.
Name of Institution: Cooch Behar College
Year of Establishment of the Institution: 1970
Address Line 1: 2, Kalighat Road
Address Line 2: P.O. Cooch Behar
City/Town: Cooch Behar
State: West Bengal
Postal Code: 736 101
Email Address: principal@coochbeharcollege.org.in
Year of Accreditation: 2009
Reaccreditation: 0
Current Grade: B
CGPA: 2.16

Name of Head of Institution: Dr. Pankaj Kumar Debnath
Contact Phone: 9832436849
Email: pankaj.debnath.econ@gmail.com
Website URL: principal@coochbeharcollege.org.in
Name of IQAC Coordinator: Dr. Dipankar Basu
Email: dipankarbasu1963@gmail.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number 0 for nil): **18**

6. Details on Programme Development (Enter a number 0 for nil): **18**3.

Undergraduate (BA/B.Sc./B.Com etc.): **13**

Post Graduate (MA/M.Sc./M.Com etc.): **0**

Research Programmes (M.Phil/P.hD): **0**

Certificate Programmes: **04**

Professional Programmes: **01**

(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)

Other value added programmes: **0**

Any other programme offered (Specify): **0**

New programmes added during the year: **0**

New programmes designed: **03** (Hons. in Education, Physics, Chemistry)

Programes under revision: **0**

Interdepartmental collaborative programmes: **0**

Inter institutional collaborative programmes: **0**

Number of review committee: **0**

Recommendations implemented (Total): **0**

Number of NAAC peer team recommendations implemented: **02** (1. IQAC may be started immediately, 2. NSS unit for girls and NCC be initiated,)

Number of UGC/any other expert committee recommendations implemented: **0**

Number of review committee recommendation under implementation: **0**

Number of NAAC peer team recommendations under implementation: **4** (1. Faculty may be encouraged to apply for more research projects from various agencies, 2. The library be strengthened with more journals and magazines and also more spacious reading room be created, 3. Science labs be strengthened, 4.Distinguished personalities in various fields be invited to interact with the students)

Number of UGC/ any other expert committee recommendations under implementation: **0**

7. Faculty Details (Enter a number 0 for nil)

8. Qualification of Faculty: Ph. D., M. Phil, M.A., M.Sc., M. Com., MBA

9. Faculty qualification improvement **08** (Ph.D—01,Course Work—05,Refresher Course—01,Orientation Programme—01

10. Administrative Staff Details (Enter a number 0 for nil): **23**

11. Technical Support Staff Details (Enter a number 0 for nil): **04**

Total faculty strength required as per norms for all programmes: **55**

Total faculty on rolls: **35**

Faculty added during the year: **09**

Faculty positions vacant: **12**

Faculty left during the year: **01**

Total number of visiting faculty: **0**

Total number of guest faculty: **09**

PhD and Above: **09**
MPhil: **03**
Masters: **35**
Any other (Specify): **0**
PhD awarded to existing faculty: **09**
MPhil awarded to existing faculty: **03**
Any other degree awarded to existing faculty: **0**
Administrative staff (total sanctioned): **18**
Administrative staff (Actual strength): **23**
Added during the year of reporting: **05**
Left during the year: **03**
Number of posts vacant: **11**
Technical Support Staff (Total sanctioned strength):**07**
Technical Support Staff (Actual strength): **04**
Added during the year: **01**
Left during the year: **0**
Number of posts vacant: **03**

SECTION II
This section surveys the quality sustenance and development activities during the year taken up by IQAC.
It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.
12. Establishment details: In accordance with the recommendation of the NAAC Peer Team, the college set up the IQAC which first met on 06-08-2010 following the guidelines of the NAAC.
13. Composition of IQAC (Enter a number 0 for nil): **15**
14. IQAC Meetings: **03**
15. Whether Calendar of activities of IQAC formulated for the academic year: **0**
DD MM YYYY
Year of establishment of IQAC: **06-08-2010**
Number of IQAC members: **15**
Number of Alumni in IQAC: **01**
Number of Students in IQAC: **01**
Number of Faculty in IQAC: **07**
Number of Administrative Staff in IQAC: **03**
Number of Technical Staff in IQAC: **01**
Number of Management Representatives: **02**
Number of External experts in IQAC: **0**
Number of any other stakeholder and community representatives: **01**
Number of IQAC meetings held during the year: **03**
16. IQAC Plans for Development: **52**
17. IQAC Plans for development & Implementation: **21**
Number of academic programmes proposed: **07**
Number of value added programmes proposed: **08**
Number of skill oriented programmes proposed: **04**

Number of faculty competency and development programmes proposed: **03**
Number of other staff development programmes proposed: **04**
Number of student mentoring programmes proposed: **05**
Number of co-curricular activities proposed: **08**
Number of inter departmental cooperative schemes proposed: **0**
Number of community extension programmes proposed: **10**
Any other programmes proposed (Specify): **0**
Number of academic programmes implemented: **0**
Number of value added programmes implemented: **02**
Number of skill oriented programmes implemented: **0**
Number of faculty competency and development programmes implemented: **0**
Number of other staff development programmes implemented: **0**
Number of student mentoring programmes implemented: **03**
Number of co-curricular activities implemented: **08**
Number of inter departmental cooperative programs implemented: **0**
Number of community extension programmes implemented: **10**
Any other programmes suggested that are implemented (Specify): **0**
18. IQAC Seminars and Conferences (Enter a number 0 for nil): **0**
19. Did IQAC receive any funding from UGC during the year? **0**
20. If the response to Qn. 18 is yes, please provide the amount received from UGC (Input 0 if NA/NIL): **0**
Any other source including internal financial support from the management (Specify amount):0
21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format): **0**
Number of seminars/conferences/ workshops organized by IQAC within the institution: **0**
Number of participants from the institution: **0**
Number of participants from outside: **0**
Number of external experts invited: **0**
Number of external conferences/seminars/ workshops on institutional quality attended: **02**
Number of events conducted with IQACs of other institutions as collaborative programmes: **0**
Amount Received from UGC: **0**
Amount Received from any other source including the college management: **0**

SECTION III
In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.
22. Academic Programmes: **17**
23. Whether any systematic student feedback mechanism is in place? **Yes**
24. Feedback Details (If answer to Question 23 is Yes): (Yearly feedback from Hons. students are taken and given to the respective departments for necessary action)
25. Is feedback for improvement provided to the faculty? **Yes**5.
Number of new academic programmes developed or designed by faculty: **03**
Number of faculty members involved in curriculum restructuring/revision/syllabus development : **0**
Number of programmes in which evaluation process reformation taken up and implemented: **02**
Number of active teaching days during the current academic year: **209**

Average percentage of attendance of students: **77%**

Percentage of classes engaged by guest faculty and temporary teachers: **38%**
Number of self financed programmes offered: **01**
Number of aided programmes offered: **16**
Number of programmes discontinued during the year: **0**
Percentage of courses where student feedback is taken: **59%** (only from Hons. students)

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year: **0**
Number of minor research projects undertaken during the year: **01**
Number of major ongoing projects: **01**
Number of minor ongoing projects: **01**
Number of major projects completed: **0**
Number of minor projects completed: **0**
Number of major project proposals submitted for external funding: **03**
Number of minor project proposals submitted for external funding: **0**
Number of research publications in peer reviewed journals: **05**
Number of research publications in international peer reviewed journals: **02**
Number of research publications in national peer reviewed journals: **03**
Number of research papers accepted for publication in international peer reviewed journals: **0**
Number of research papers accepted for publication in national peer reviewed journals: **06**
Average of impact factor of publications reported: **0**
Number of books published: **0**
Number of edited books published: **0**
Number of books (single authored) published: **0**
Number of books (co-authored) published: **0**
Numbers of conferences attended by faculty: **18**
Number of international conferences attended: **06**
Number of national conferences attended: **13**
Number of papers presented in conferences: **19**
Number of papers presented in international conferences: **07**
Number of papers presented in national conferences: **12**
Number of conferences organized by the institution: **0**
Number of faculty acted as experts resource persons: 3**3**
Number of faculty acted as experts resource persons international: **0**
Number of faculty acted as experts resource persons national: **0**
Number of collaborations with international institutions: **0**
Number of collaborations with national institutions: **04**
Number of linkages created during the year: **0**
Total budget for research for current year as a percentage of total institution budget: **0**
Amount of external research funding received in the year: **90,500.00**
Number of patents received in the year: **0**
Number of patents applied for in the yea: **0**
Number of research awards/recognitions received by faculty and research fellows of the institute in the year: **01**
Number of PhDs awarded during the year: **01**
Percentage of faculty members invited as external experts/resource persons/ reviewers/ referees or any other significant research activities: **16%**

SECTION IV
This section deals with Student Mentoring and Support System existing in the institution.
This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms
28. Does student support mechanism exist for coaching for competitive examinations? **No**
29. Student participation, if response is yes to Qn. 28: **0**
30. Does student counselling and guidance service exist? **No**
31. Student participation, if answer to Qn. 30 is yes
32. Career Guidance: **06**.
The total intake of students for various courses (Sanctioned): **3000**
Actual enrolment during the year: 2972
Student dropout percentage during the year: **06%**
Success percentage in the final examination across the courses: **60%**
Number of academic distinctions in the final examination and percentage: **07**
Number of students who got admitted to institutions of national importance: **0**
Number of students admitted to institutions abroad: **0**
Number of students qualified in UGC NET/SET: **0**
Number of students qualified GATE/ CAT/other examination (Specify): **0**
Number of students participated: **0**
Number of students participated: **0**
Number of career guidance programmes organized: **0**
Percentage of students participated in career guidance programmes: **0**
33. Is there provision for campus placement? **No**
34. If yes to Qn. 32
35. Does gender sensitization program exist? **No**
36. If Answer is Yes to Qn 35
Number of students participated in campus selection programmes: **0**
Number of students selected for placement during the year: **0**
Number of programmes organized: **0**
37. Student activities: **0**
38. Composition of students:
Number of students participated in external cultural events: **18**
Number of prizes won by students in external cultural events: **04**
Number of cultural events conducted by the institute for the students: **02**
Number of students participated in international sports and games events: **0**
Number of students participated in national level sports and games events: **03**
Number of students participated in state level sports and games events: **22**
Number of students participated in university level sports and games events: **04**
Number of prizes won by students in international sports and games events: **0**
Number of prizes won by students in national level sports and games events: **0**
Number of prizes won by students in state level sports and games events: **04**
Number of prizes won by students in university level sports and games events: **03**
Number of sports and games events conducted by the institute for the students: **01**
Percentage of Scheduled Caste: **37%**
Percentage of Scheduled Tribe: **2%**
Percentage of other backward communities: **13%**

Percentage of women students: **29%**
Percentage of physically challenged: **1.17%**
Percentage of rural students: **80% (approx.)**
Percentage of urban students: **20% (approx.)**
39. Scholarships and Financial Support: 412 students and 161210.00
40. Student initiatives: **19**
Number of students availing financial support from the institution: **412**
Amount disbursed as financial support from the institution: **161210.00**
Number of students awarded scholarship from the institution: **0**
Number of students received notable national/international achievements/recognition: **0**
Number of community upliftment programmes initiated by students: **10**
Number of literary programmes initiated by students: **05**
Number of social action initiatives based on science / environment initiated by students: **03**
Number of student research initiatives: **0**

SECTION V
This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created? **Yes**
42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored? Yes
43. Whether benchmarking is created for institutional quality management efforts? : **0**
44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format: **0**
45. Is a Management Information System (MIS) in place? **Yes**
46. If answer to question 45 is Yes, please provide details of MIS applied to
1. Administrative procedures including finance: Different administrative decisions are being taken through various committees and financial audit is conducted every year.
2. Student admission: Students get admission in the college through counselling and from merit list. Prospectus is supplied along with each admission form so that every candidate may get information about the college and fee structure.
3. Student records: Student records are maintained.
4. Evaluation and examination procedures: Student evaluation system is in vogue through test examination. Some departments conduct unit tests. However, in some departments semester system is being conducted. At the end of each year final examination is taken by the university.
5. Research administration: UGC fund for research projects is monitored by the college authority.
6. Others:
(enter the respective details corresponding to the serial numbers)
47. Existence of learning resource management: **0**
48. Internal resource mobilization: Kindly provide the amount contributed: **4513925.00**
49. Infrastructure and welfare spending: Please specify the amount: **5209200.00**
50. Is delegation of authority practised? **Yes**. Every matter is delegated to respective committees.
51. Does grievance redressal cell exist ? **Yes**
52. Grievances received from faculty and resolved (Enter a number 0 for nil): **0**

53. Number of grievances received from students and resolved (Enter a number 0 for

nil): **10**
Edatabase in library: **0**
ICT and smart class room: **0**
Elearning sources (eBooks, eJournals): **0**
Production of teaching modules: **0**
Interactive learning facilities: Interactive learning facilities are available through internet, projector.
Research Consultancy and training: **0**
Student contribution: **0**
Alumni contribution: **0**
Well-wishers: **0**
Amount spent for infrastructure development: **1550000.00**
Amount spent for student welfare: **3659200.00**
Amount spent for staff welfare: **0**
Number of grievances received: **0**
Number of grievances resolved: **0**
Number of grievances received: **0**
Number of grievances resolved: **0**
54. Number of grievances received from other staff members and resolved (Enter a number 0 for nil): **0**
55. Has the institution conducted any SWOT analysis during the year: **Yes**
56. The SWOT analysis was done by internal or by external agency: Internal Agency
57. Kindly provide three identified strengths from SWOT Analysis (in bullet format):
- Good progression for higher studies
- Transparent and democratic functioning
- College is offering some programmes which no other college is offering in Cooch Behar
58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format):
- Inadequate faculty strength
- Research output marginal
- Limited scope for resource mobilisation
59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format):
- Training students for various competitive examinations
- Mobilisation of resources from UGC and other agencies
60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format):
- Recruiting the qualified staff
- Enhancing ICT related infrastructure
61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format):
- Purchase of one 125 KV generator.
- Purchase of more text and reference books for the students.
- Purchase of more equipments/apparatus for the department of Physics, Chemistry and Geography.
- Purchase of water filter for pure drinking water for the students.
- Encouragement of the Faculty members for approaching the UGC with Research Projects.
- Encouragement of the faculty members for publishing research articles and participation in national and international seminars.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- Arrangement of free online access to Central Libraries of different Indian universities
- Recommendation to the university for seat limitation of students
- Increase in the number of faculty as per norms
- More fund for purchasing books and journals for the library
- Requesting UGC to release more funds for building purposes

Number of grievances received: 1**0**

Number of grievances resolved: 1**0**

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes/initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.