

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	Cooch Behar College
1.2 Address Line 1	2, Kalighat Road
Address Line 2	P. O. Cooch Behar
City/Town	Cooch Behar
State	West Bengal
Pin Code	736 101
Institution e-mail address	principal@coochbeharcollege.org.in
Contact Nos.	9832436849
Name of the Head of the Institution:	Dr. Pankaj Kumar Debnath
Tel. No. with STD Code:	03582-256798
Mobile:	9832436849

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollge.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.16	2009	5 YEAR
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

2014-15

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

- i. AQAR 2010-11 ___17___ ___11___ 2011___(DD/MM/YYYY)
- ii. AQAR 2011-12 ___26___ ___09___ 2012___(DD/MM/YYYY)
- iii. AQAR 2012-13 ___27___ ___03___ 2015___(DD/MM/YYYY)
- iv. AQAR 2013-14 ___01___ ___06___ 2015___(DD/MM/YYYY)

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

(eg. AICTE, BCI, MCI, PCI, NCI)

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)

Career Oriented Programme, Entry Level Coaching

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

University of North Bengal

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

X

University with Potential for Excellence

X

UGC-CPE

X

DST Star Scheme

X

UGC-CE

X

UGC-Special Assistance Programme

X

DST-FIST

X

UGC-Innovative PG programmes

X

Any other (*Specify*)

UGC Remedial
and Entry Level
Coaching

UGC-COP Programmes

√

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

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) Themes

2.14 Significant Activities and contributions made by IQAC

Inter-departmental lectures, departmental seminars, special lectures by eminent academicians and various programmes for the benefit of students and non-teaching staff are made by the IQAC. Construction of class rooms and laboratories.

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
To introduce Hons. in Education, PG in Geography, Bengali, History and Commerce; to recruit more faculty and non-teaching staff; to start NCC; to upgrade gymnasium; to construct a seminar room and more buildings for class room and for other purposes; to complete computerisation of the library;	Introduction of Honours in Physics and Chemistry; Recruitment of two Faculties in permanent post; contractual recruitment of librarians, guest lecturers, construction of three buildings (ongoing); participation in seminars and other faculty development programmes; purchase of more library books; publication of seminar proceeding; personal counselling regarding different

<p>to organise seminars/conferences; to encourage publication of research articles by the faculty in referred journals; to publish e-journals by the college; computer training; personality development; to organise programmes on Human Rights, Moral Values, Anti Drug, Aids, Banking Activities, Computer Literacy; opening of Spoken English course; preparation for Mock Interview; workshop on New Education Policy; workshop on Evaluation System; Computer Awareness of Staff; workshop on efficient Office Management; workshop on application of new software; how to deal with the students for better management; counselling regarding the scope of employment; personal counselling regarding different problems of students; organising sports and games, annual cultural programme, Freshers' welcome, Literary activities, Saraswati Puja, Quiz competition, Debate; participation in Youth Parliament; Community upliftment programmes through NSS</p>	<p>problems of students, sports and games,; ICSSR Major Research Project, annual cultural programme, freshers' welcome, literary activities, Saraswati Puja, Community upliftment programmes through NSS)</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<p>The following initiatives were taken: construction of buildings, encouragement for publication of research articles and participation in the seminars, full computerisation of library (ongoing).</p>
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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	0	0	0	0
UG	13	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	4	0	0	4
Diploma	4	0	0	4
Certificate	4	0	0	4
Others	1	0	1	0
Total	26	0	1	12
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	0
Annual	25

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Being an affiliated college, there is hardly any scope to revise or update the syllabi. However, the college faculties as Board of Study members of the University have contributed actively to revise or update the syllabi.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23	18	4	0	1 (Principal)

2.2 No. of permanent faculty with Ph.D.

8

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	9	0	0	0	0	3	0	5	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

13

2 Contractual
4 Part Time

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	14	1
Presented papers	4	6	0
Resource Persons	0	2	0

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

The college plans and organizes the teaching-learning schedule by 1) preparing and displaying Academic Calendar to all the departments at the beginning of every academic year, 2) preparing annual academic performance record, 3) conducting departmental meetings on distribution of syllabus, planning of tests, projects, field work and study tours etc. 4) by unitizing syllabus, 5) by conducting parent-teacher meeting

2.7 Total No. of actual teaching days during this academic year

197

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

01

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

02	00	00
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2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA (H) III YEAR	171		7 (4.09%)	135 (78.94%)		83.04%
BA (G) III YEAR	224	Not Available	0	97 (43.30%)		43.30%
BSC (H)III YEAR	18		5 (27.77%)	13 (72.22%)		100%
BSC (G)III YEAR	30	Not Available	0	25 (83.33%)		83.33%
BCOM (H)III YR	7		1 (14.28%)	6 (85.71%)		100%
BCOM (G) III YR	11	Not Available	0	3 (27.27%)		27.27%

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

Meeting of IQAC organized at the beginning of every academic year to discuss the following points:

- 1) Planning and implementation of teaching plan
- 2) Evaluation and improvement of subject-wise results of the university examinations
- 3) Improvement in sports and cultural activities
- 4) Promotion of the staff for research activities
- 5) Organization of seminars, conferences, lectures of eminent persons.
- 6) Different decisions are taken by relevant committees subject to the approval of the Governing Body. Periodical review is done by the IQAC and monitors accordingly to implement such decisions for the promotion of teaching and learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	3
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.	0
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	11	11	0	14
Technical Staff	1	3	0	2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- 1) The IQAC requests the college to felicitate the staff for their extra ordinary achievements
- 2) The IQAC encourages the staff to submit research proposals for minor/major research projects to UGC/ICSSR and other academic funding agencies and request the college authority to grant study leave and duty leave to the staff as per their requirement.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	0	1
Outlay in Rs. Lakhs	600000	0	600000	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	330000	0
Outlay in Rs. Lakhs	1,10000	0	90500	1

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	6	0
Non-Peer Review Journals	4	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications: Not available

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	ICSSR	600000	555000
Minor Projects	1	UGC	415000	330000
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total		2	1015000	885000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="0"/>

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

- This year two NSS units of the college selected two villages near the college and undertook extension activities including the repairing of the kaccha road of the village, clearing the drainage system, making the villagers aware about some water-borne diseases.
- The institution bears the social responsibility in informal way by participating in various social functions.

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	3.74 ACRE	0	0	3.74 ACRE
Class rooms	18	3	UGC and STATE GOVT.	21
Laboratories	7	0	UGC, STATE GOVT., COLLEGE FUND	7
Seminar Halls	1	0	0	1
No. of important equipments purchased (1-0 lakh) during the current year.	2	1	UGC	3
Value of the equipment purchased during the year (Rs. in Lakhs)	1022948.00	139900.00	UGC	1162848.00
Others	0	0		0

4.2 Computerization of administration and library

Fully computerised administration and library partly computerised (ongoing)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25032	NA	1036	282427.00	26068	NA
Reference Books	0	NA	0	NA	0	NA
e-Books	0	NA	0	NA	0	0
Journals	6	NA	1	NA	7	NA
e-Journals	0	NA	0	0	0	0
Digital Database	0	NA	0	0	0	0
CD & Video	0	NA	0	0	0	0
Others (specify)	0	NA	95	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	01	14	22	01	07	04	0
Added	9	00	00	00	00	00	00	0
Total	79	01	14	22	01	07	04	0

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

Arranged one Programme

4.6 Amount spent on maintenance in lakhs :

i) ICT	373056.00
ii) Campus Infrastructure and facilities	3335861.00
iii) Equipments	422904.00
iv) Others	910235.00
Total :	5042056.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college prospectus contains the information regarding 1) the mission of the college, 2) the courses available, 3) the rules and regulations, 4) indoor and outdoor games facilities, 5) library facility, 6) list of staff, 7) grievance redressal cell, 8) student welfare schemes, 9) fee structure, etc. 10) In addition to informal interactions, the IQAC conducts formal interaction programmes with the staff.

5.2 Efforts made by the institution for tracking the progression

There are various committees through which the college regularly tracks student progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3004	0	0	0

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	2205	73.40		799	26.59

Last Year							This Year						
General	SC	ST	OBC	Minority	Physically Challenged	Total	General	SC	ST	OBC	Minority	Physically Challenged	Total
1296	899	30	354	195	13	2787	1387	973	31	454	148	8	3004

Demand ratio 5:1 Dropout % 0.86%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Students from socially and economically weaker section of the society are encouraged by the college to join the Entry Level Coaching Programme.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="02"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text" value="X"/>	CAT	<input type="text" value="X"/>
IAS/IPS etc	<input type="text" value="X"/>	State PSC	<input type="text" value="X"/>	UPSC	<input type="text" value="X"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Admission of students in the college is made purely on the basis of merit. However, various counselling services including academic, personal, are provided for the benefit of the students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	07

5.8 Details of gender sensitization programmes

No formal programmes have been arranged but through NSS and Women's Studies (COP) some classes and talks have been organised.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	509	183300.00
Financial support from government	All SC, ST, OBC and Minority Students	Not available
Financial support from other sources	Some meritorious students and Bidi	Not available

	Shramik	
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 1) recruitment of faculty, 2) construction of buildings (ongoing), 3) construction of one BBA Block, 4) betterment of the canteen.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision: To carry the light of Higher Education within the Reach of all and to Empower the Marginal People to be the Part of National Development as Embedded in Logo of the College

Our Mission:

- To Impart Sound and Meaningful Higher Education to the Students
- To Expand the Facility of Higher Education to all Eligible Students of the Society
- To help them Achieve Successful Professional Career
- To Expand the Horizon of Education through Introduction of New Subjects Based
- To Promote and encourage the achievement and to work for advancement of the knowledge of different subjects on the demand of society.
- To empower the student to be self-reliant and to achieve excellence so that they can derive the benefit of national development.
- To help them to become ideal and responsible citizens of the country.
- To produce intellectually sound, morally upright socially concerned students to be of service to the nation.
- To help the aged sick and needy teachers, students and employees.

6.2 Does the Institution has a management Information System

Yes
 The Governing Body puts forth the plans and policies suggested by its members in the meetings. The best possible outputs are planned and recommended for further action through the Principal and Heads of Departments. After the completion of the plan the Principal submits his reports to the Governing Body.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Being the affiliated college of a University, the institution has hardly any scope of curriculum development. However, the BOS members directly and other teachers indirectly do contribute in curriculum development.

6.3.2 Teaching and Learning

Building up of infrastructure, appointment of more teachers, purchase of books, encouraging teachers to attend seminars and workshops, submit major/minor research projects, acquiring higher degrees.

6.3.3 Examination and Evaluation

Conducted by the affiliating University and some reforms have been initiated internally. Class Test, Surprise Test and Unit Test are taken regularly.

6.3.4 Research and Development

The college encourages the faculty members to attend seminars and workshops, submit major/minor research projects, acquiring higher degrees. Majority of the teachers are involved regularly in research and seminar/conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college regularly purchases book, computers, instruments for physical education and science labs for the benefit of the students. The college also subscribed the BSNL Broadband connection with wifi facility along with VPNN connection.

6.3.6 Human Resource Management

As per the guidance of the Governing Body of the college, the Principal has the responsibility of Human Resource Management. The existing State Govt. and UGC norms are followed in this respect.

6.3.7 Faculty and Staff recruitment

The college authority made regular requisition to the Government for the appointment of permanent teachers. To solve the immediate problem of shortage of teachers and staff the college recruits Guest Lecturers and staff on purely temporary basis. Permanent faculty is recruited centrally by the West Bengal College Service Commission and permanent non-teaching staff is recruited by the College Governing Body.

6.3.8 Industry Interaction / Collaboration

The BBA Department regularly interacts with the industries and firms and the industries/firms cooperate in this respect.

6.3.9 Admission of Students

Transparent Admission process based on merit and reservation policies of the Government. Admission rules and process are widely circulated through notices, flex and college website. To attract the students of BBA, special advertisement campaign is undertaken in the district.

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	4+ 4 (Govt)

6.5 Total corpus fund generated

0.00

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	Yes	North Bengal University and State Govt.	Yes	Governing Body and IQAC
Administrative	Yes	North Bengal University and State Govt.	Yes	Governing Body

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?

Regular reform measures are taken by the affiliating University as and when situation demands

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No such efforts have been taken by the affiliating University.

6.11 Activities and support from the Alumni Association

Regular contact between the college and the alumni is maintained. The association extends full support whenever the college needs. They take part in all co-curricular activities undertaken by the College or the Students' Union

6.12 Activities and support from the Parent – Teacher Association

Suggestions stemmed from Parent-Teacher meetings are implemented as far as possible. Parents take interest in inspiring teaching-learning environment of the college.

6.13 Development programmes for support staff

The support staff is benefitted from the existing college co-operative society. All staff including the members of the Governing Body of the college physically and financially share the responsibility of any staff in need.

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

The college takes initiative for plantation and upgradation of the playground. The college garden is well maintained. Special emphasis is given by the authority on cleanliness and sweeping of the college campus. College NSS Unit and the Students' Union are also very much active in maintaining the college campus eco-friendly.

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.

The following innovations have been introduced during this academic year: 1. Internet facilities through VPNN, 2. Xerox facilities, 3. Academic audit initiated by the Governing Body.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Regular correspondence were made by the college authority to the authorities concerned regarding the introduction of Honours courses in Education, PG courses in Geography, Bengali, History and Commerce as well as recruitment of more faculties and non-teaching staff. Opening of NCC is one of our prime targets. For full computerisation of the library, a special drive was undertaken by the college. For organising seminars, workshops and publication of journals, books teachers are encouraged by the college authority from time to time.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Two best practices of the institution are 1. Provision of free studentship for approximately 20% of the regular students and 2. Felicitation of teachers and students for their excellence in academic and extra-curricular activities.

7.4 Contribution to environmental awareness / protection

Environmental awareness and protection were made through regular activities and special camps of the NSS and also through the college administration in collaboration with the students. Greenery of the college campus is maintained and protected by the college community as a whole. Every year some saplings are planted.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Our college is the only college in the district where there are Arts, Science, Commerce and Management Course are offered to the students. Demand ratio is 1: 6. Supporting administration, dedicated teaching and non-teaching staff, strong sense of belongingness by all the members of the college, enough scope for development and upgradation in every sphere related to teaching-learning and other activities make strong point for the college.

The first NAAC accreditation has helped us a great deal in developing all round upliftment of the college.

Teacher-student ratio is our weakness at present. But in future we will be able to improve the condition. Some reformative measures in teaching-learning process and governance also have to be initiated for future improvement of our college. Our ultimate aim is to make the college the Centre for Excellence and achieve autonomy.

8. **Plans of institution for next year**

Plans chalked out for next year are 1. organising seminars and conferences; 2. publishing e-journals by the college; 3. construction of more buildings for class room; 4. completion of computerisation of library; 5. recruitment of more faculty and non-teaching staff for the college; 6. encouraging publication of research articles by the faculty in referred journals; 7. starting NCC training in the college premises; 8. undertaking community upliftment programmes through NSS and extension activities.

Name Dr. Dipankar Basu

Name Dr. Pankaj Kumar Debnath

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

COOCH BEHAR COLLEGE
ACADEMIC CALENDAR
ACADEMIC SESSION 2014(1ST JUNE 2014- 30TH MAY 2015)

DATE	DAY	EVENTS
JUNE		
1	Sunday	College Closed
2	Monday	University Exam of Part-I, II, III (Class Suspended) Meeting for opening new subject (Honours in Physics & Chemistry)
3	Tuesday	University Exam of Part-I, II, III (Class Suspended) Academic Committee Meeting
4	Wednesday	University Exam of Part-I, II, III (Class Suspended) Notification of issuance of Admission Forms for New Admission (Part-I, 2014-15)
5-7		University Exam of Part-I, II, III (Class Suspended)
8	Sunday	College Closed
9	Monday	University Exam of Part-I, II, III (Class Suspended)
10-16		University Exam of Part-I, II, III (Class Suspended) Issuance & Submission of Admission Forms for New Admission (Part-I, 2014-15)
17	Tuesday	University Exam of Part-I, II, III (Class Suspended) Submission of Admission Forms for New Admission (Part-I, 2014-15)
18-25		University Exam of Part-I, II, III (Class Suspended)
26	Thursday	University Exam of Part-I, II, III (Class Suspended) Publication of Provisional Merit List of Honours Subjects Admission at 2.00 PM IQAC Meeting
27-30		University Exam of Part-I, II, III (Class Suspended) Receive Complain regarding the Publication of Provisional Merit List of Honours Subjects Admission Admission form issue of newly introduced Physics & Chemistry Honours
JULY		
1	Tuesday	University Exam of Part-I, II, III (Class Suspended) Publication of Final Merit List of Honours Subjects Admission at 3.30 PM Admission form issue of newly introduced Physics & Chemistry Honours
2-4		University Exam of Part-I, II, III (Class Suspended)

5		University Exam of Part-I, II, III (Class Suspended) Publication of Provisional Merit List of General Category Admission at 12.00 Noon
6	Sunday	College Closed
7-8		University Exam of Part-I, II, III (Class Suspended) Receive Complain regarding the Publication of Provisional Merit List of General Course Admission
9	Wednesday	University Exam of Part-I, II, III (Class Suspended) Receive Complain regarding the Publication of Provisional Merit List of General Course Admission Admission merit list publication of newly introduced Physics & Chemistry Honours at 2.00 PM
10	Thursday	University Exam of Part-I, II, III (Class Suspended) Publication of Final Merit List of General Course Category Admission at 3.30 PM
11-12		University Exam of Part-I, II, III (Class Suspended)
13	Sunday	College Closed
14	Monday	Class Suspended due to academic year plan preparation Preparation of Time table Preparation of Lesson Plans Departmental Meetings Counseling for Admission in Geography & Mathematics Honours Spot Admission for Economics & Commerce Honours Notification of Class Commencement of Part-I (New Admission)
15	Tuesday	Class Suspended due to academic year plan preparation Notification of Class Starting of Part-II & Part-III Publication of New Time Table Counseling for Admission in English & Sanskrit Honours Spot Admission for Economics & Commerce Honours
16	Wednesday	Regular Class Begins for Part-II & Part-III Counseling for Admission in Bengali & Political Science Honours Spot Admission for Economics & Commerce Honours
17	Thursday	Counseling for Admission in History & Philosophy Honours Spot Admission for Economics & Commerce Honours
18	Friday	Counseling & Admission of Physics Honours
19	Saturday	Counseling & Admission of Chemistry Honours Notice of class commencement of Part-I (New Admission)
20	Sunday	College Closed
21	Monday	Date of Admission of Merit list of General Course (11.00-4.00PM) Publication of 2 nd Merit list & Waiting List of General Course
22	Tuesday	Commencement of Regular Class for Part-I Honours, and Part-II & III Honours & General Opening of Cycle & Bike Stand for the Staff IQAC Meeting
24	Thursday	Admission of 2 nd Merit List & Waiting List (if applicable) General Course (11.00-4.00PM)
27	Sunday	College Closed
28	Monday	2 nd Counseling & Admission of all Honours Vacancy
29	Tuesday	Id-ul-Fitre (College Closed)
30	Wednesday	Publication of Admission Merit List of SC/ST/OBC-A/OBC-B General Course at 4.00 PM
AUGUST		
3	Sunday	College Closed
4	Monday	Admission of Merit List of SC/ST/OBC-A/OBC-B General Course 11.00AM- 4.00 PM
6	Wednesday	Distribution of COP Hall Ticket for Exam Distribution of Meritorious Students Scholarships Forms
9	Saturday	Last date of submission of University evaluated Scripts

10	Sunday	Rakhi Bandhan (College Closed)
12	Tuesday	Commencement of Regular Class for Part-I General
15	Friday	Independence Day Flag Hosting (Class Suspended) Students Union Performance on Independence Day Celebration
17	Sunday	Janmastami (College Closed)
18	Monday	Tentative Examination Schedule of COP Courses
19	Tuesday	Tentative Examination Schedule of COP Courses Part-I Registration form fill up
20	Wednesday	Admission Form Issue of COP courses Part-I Registration form fill up
21	Thursday	Meeting of UGC Sub-committee Teachers council meeting Part-I Registration form fill up IQAC Meeting
22	Friday	Part-I Registration form fill up Admission Renewal of Part-II & Part-III
23	Saturday	Part-I Registration form fill up Admission Renewal of Part-II & Part-III
24	Sunday	College Closed
25-28		Part-I Registration form fill up Admission Renewal of Part-II & Part-III
29	Friday	Part-I Registration form fill up Admission Renewal of Part-II & Part-III
30	Saturday	Part-I Registration form fill up Admission Renewal of Part-II & Part-III
31	Sunday	College Closed
SEPTEMBER		
1-3		Part-I Registration form fill up Admission Renewal of Part-II & Part-III
4	Thursday	Part-I Registration form fill up Admission Renewal of Part-II & Part-III Farewell to graduates (Dept of English) NAAC-IQAC Meeting (Physics, Chemistry, Computer SC, Geography)
5	Friday	Janmastami (College Closed)
6	Saturday	Teachers Day: Principal and Teachers will offer lecture regarding the importance of the day, Part-I Registration form fill up Admission Renewal of Part-II & Part-III GB Meeting
7	Sunday	College Closed
10	Wednesday	Inter-class Football Tournament Commencement Departmental Seminar Day
14	Sunday	College Closed
19	Friday	Departmental Wall Magazine day Nabin Baran (By Students Union) (Class Suspended)
20	Saturday	Nabin Baran (By Students Union) (Class Suspended)
21	Sunday	College Closed
23	Tuesday	Mahalaya (College Closed)
24	Wednesday	IQAC Meeting Last date of submission of question paper for 1st unit test by the teachers
25	Thursday	NAAC Committee meeting
28	Sunday	College Closed
29	Monday	Last Class day before Puja Vacation
30	Tuesday	Puja vacation Starts as per NBU Holiday List
OCTOBER		

1	Wednesday	Durga Puja Vacation (College Closed as per NBU Holiday List)
2	Thursday	Birthday of Mahatma (College Closed as per NBU Holiday List)
3-27		Puja Vacation (College Closed as per NBU) Class Suspended but Office remain open from 10-27
28	Tuesday	College Open & All Class Started After Puja Vacation
29	Wednesday	GB Meeting
30	Thursday	Ist unit Test Part-I & Part-III (Class Suspended)
31	Friday	Ist unit Test Part-II & Part-III (Class Suspended)
NOVEMBER		
1	Saturday	Ist unit Test Part-I & Part-III (Class Suspended)
2	Sunday	College Closed
3	Monday	Ist unit Test Part-II & Part-III (Class Suspended)
4	Tuesday	Muharram (College Closed)
5	Wednesday	Result Declaration of 1st unit Test Parent Teacher Meeting of all Departments Departmental Journal Publication day
6	Thursday	Guru Nanak Birth day (College Closed)
9	Sunday	College Closed
11	Tuesday	Departmental Seminar day
16	Sunday	College Foundation Day Celebration
20	Thursday	College Sports
21	Friday	IQAC Meeting Election Committee meeting
23	Sunday	College Closed
25-26		College Social (Class Suspended)
28	Friday	Notification of Students Union Election
30	Sunday	College Closed
DECEMBER		
1	Monday	Publication of Provisional Voter List
2-5		Correction in Provisional Voter List
6	Saturday	Publication of Final Voter List Election Committee Meeting
7	Sunday	College Closed
11	Thursday	Departmental Seminar
12-13	Friday	Issuance of Nomination Paper for students Union Election (Class Suspended)
14	Sunday	College Closed
16	Tuesday	Submission of Nomination Paper for students Union Election (Class Suspended)
17	Wednesday	Submission of Nomination Paper for students Union Election (Class Suspended) Election Committee Meeting Publication of list of Contesting candidate Submission of Nomination Paper for students Union Election
18	Thursday	GB Meeting
21	Sunday	College Closed
23	Tuesday	IQAC Meeting Students Union Election (Class Suspended)
24	Wednesday	Office Bearer Election Students Union Election (Class Suspended)
25	Thursday	Christmas Day (College Closed)
26-31	Friday	Winter Recess as per NBU Holiday list (Class Suspended but Office remain Open)
2015		
JANUARY		
1	Thursday	New Years Day as per NBU Holiday list (College Closed)
2	Friday	Commencement of Special Camp of NSS Boys Unit
3	Saturday	Special Camp of NSS Boys Unit
4	Sunday	Special Camp of NSS Boys Unit / College Closed

5	Monday	Commencement of Special Camp of NSS Girls Unit Special Camp of NSS Boys Unit
6-7		Special Camp of NSS Girls Unit Special Camp of NSS Boys Unit
8	Thursday	Special Camp of NSS Girls Unit Examination Committee Meeting Last date of Special Camp of NSS Boys Unit
9	Friday	Special Camp of NSS Girls Unit
10	Saturday	Special Camp of NSS Girls Unit Last date of Submission of Question Papers for Test Exam
11	Sunday	Last date of Special Camp of NSS Girls Unit/ College Closed
12	Monday	Birthday Celebration of Swami Vivekananda (Class Suspend)
18	Sunday	College Closed
22	Thursday	IQAC Meeting NAAC Committee Meeting End date of Regular Class for Part-I, II, III
23	Friday	Birthday of Netaji (College Closed)
24	Saturday	Sarawasti Puja / Basanta Panchami (Class Suspend)
25	Sunday	College Closed
26	Monday	Flag Hosting Programme of Republic Day (College Closed)
27-31		Test Exam (Class Suspended)
FEBRUARY		
1	Sunday	College Closed
2	Monday	Class Suspend Test Exam Result Declaration Parent Teacher meeting Publication of Remedial Class Routine Departmental Report Submission Date
3	Tuesday	Remedial Class Commencement
4-7		Tentative Schedule of University Exam form Fill up Remedial Class
8	Sunday	College Closed
9-11		Tentative Schedule of University Exam form Fill up Remedial Class
12-14		Remedial Class
15	Sunday	College Closed
16-18		Remedial Class
19	Thursday	Remedial Class GB Meeting
20	Friday	Remedial Class IQAC Meeting
21	Saturday	Remedial Class
22	Sunday	College Closed
23-28		Remedial Class
MARCH		
1	Sunday	College Closed
2-5		Remedial Class
6	Friday	Doljatra (College Closed)
7	Saturday	Local Holiday for Doljatra (College Closed)
8	Sunday	
9-14		Remedial Class Examination Committee Meeting
15	Sunday	College Closed
16-21		Remedial Class
22	Sunday	College Closed

23	Monday	Remedial Class Distribution of Hall Ticket Examination Committee Meeting
24	Tuesday	Remedial Class Distribution of Hall Ticket IQAC Meeting
25	Wednesday	Remedial Class Distribution of Hall Ticket
26	Thursday	Class Suspend Starting of Study Leave day for Students Distribution of Hall Ticket Examination Committee Meeting
27	Friday	Class Suspend Distribution of Hall Ticket
28	Saturday	Class Suspend Distribution of Hall Ticket
29	Sunday	College Closed
30-31		Class Suspend Distribution of Hall Ticket
APRIL		
1	Wednesday	Tentative Starting of Part-I,II,III University Exam (Class Suspended)
2	Thursday	University Exam Part-I,II,III (Class Suspended)
3	Friday	Good Friday (College Closed)
4	Saturday	University Exam Part-I,II,III (Class Suspended)
5	Sunday	College Closed
6-11		University Exam Part-I,II,III (Class Suspended)
12	Sunday	College Closed
13	Monday	University Exam Part-I,II,III (Class Suspended)
14	Tuesday	Ist Day of Baishak/ Birthday of B R Ambedkar (College Closed)
15	Wednesday	University Exam Part-I,II,III (Class Suspended)
16	Thursday	University Exam Part-I,II,III (Class Suspended) GB Meeting
17	Friday	University Exam Part-I,II,III (Class Suspended) Summer Recess Starts
18	Saturday	University Exam Part-I,II,III (Class Suspended) Examination Committee Meeting
19	Sunday	College Closed
20-21		University Exam Part-I,II,III (Class Suspended)
22	Wednesday	University Exam Part-I,II,III (Class Suspended) IQAC Meeting
23-25		University Exam Part-I,II,III (Class Suspended)
26	Sunday	College Closed
27-30		University Exam Part-I,II,III (Class Suspended)
MAY		
1	Friday	May Day (College Closed)
2	Saturday	University Exam Part-I,II,III (Class Suspended) Examination Committee Meeting
3	Sunday	College Closed
4-8		University Exam Part-I,II,III (Class Suspended)
9	Saturday	Rabindrajayanti Celebrated by Bengali Department
10	Sunday	College Closed
11-16		University Exam Part-I,II,III (Class Suspended)
17	Sunday	College Closed
18-20		University Exam Part-I,II,III (Class Suspended)
21	Thursday	University Exam Part-I,II,III (Class Suspended)

22-23		IQAC Meeting University Exam Part-I,II,III (Class Suspended)
24	Sunday	College Closed
25-29		University Exam Part-I,II,III (Class Suspended)
30	Saturday	University Exam Part-I,II,III (Class Suspended) Summer Recess Ends
31	Sunday	College Closed

Tentative Summary of Academic Calendar

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
No of days college remain open	25	27	26	26	4	23	26	25	24	24	24	25	279
No of days college remain closed	5	4	5	7	27	7	5	6	4	7	6	6	89
No of Class days	0	10	25	17	2	19	14	18	23	19	0	0	145
No of Class suspended days	25	13	1	2	2	4	12	7	1	5	24	25	121
No of college Examination days	0	0	0	0	2	2	0	5	0	0	0	0	9
No of University Examination days	25	11	0	0	0	0	0	0	0	0	24	25	85
No of Class days lost due to administrative activities	0	2	0	0	0	0	6	0	0	0	0	0	8
No of Meetings	3	4	3	4	1	3	4	3	3	2	3	2	35

Prepared By S Bhattacharya, Dept of Economics, Cooch Behar College