



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		COOCH BEHAR COLLEGE
Name of the head of the Institution	Dr Pankaj Kumar Debnath	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	03582256798	
Mobile no.	9832436849	
Registered Email	pankaj.debnath.econ@gmail.com	
Alternate Email	principal@coochbeharcollge.org.in	
Address	72/3, Nara Narayan Road,	
City/Town	COOCH BEHAR	
State/UT	West Bengal	
Pincode	736101	
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Mridul Ghosh
Phone no/Alternate Phone no.	03582256798
Mobile no.	9749356396
Registered Email	mridulghosh@coochbeharcollege.org.in
Alternate Email	cbciquac@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.coochbeharcollege.org.in/AQAR.html">http://www.coochbeharcollege.org.in/AQAR.html</a>
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### 4. Whether Academic Calendar prepared during the year

No

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B++	2.78	2016	05-Nov-2016	04-Nov-2021

### 6. Date of Establishment of IQAC

06-Aug-2010

### 7. Internal Quality Assurance System

#### Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
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		BENEFICIARIES
A week long Q-GIS Workshop	14-Jan-2019 7	148
Special Lecture	17-Sep-2018 1	48
Drama Performance	09-Jul-2018 1	90
Sanskrita Divas Udjapon	31-Aug-2018 1	100
Friendly Football Match	01-Sep-2018 1	200
Summer Internship Programme	31-Jul-2018 70	2500
International Yoga Day	21-Jun-2018 1	100
Plantation Programme	21-Jul-2018 1	100
Personality Grooming Programme	24-Aug-2018 1	75
Advocacy Communication & Social Mobilisation Programme for Youth under Revised National Tuberculosis Control Programme	06-Sep-2018 2	150

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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RUSA	RUSA 2.0 GRANT	RUSA	2018 730	20000000
Govt of West Bengal	Construction of new classroom	NBDD	2018 540	44313753

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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
1. Introduction of PG in Geography	
2. Purchase of laboratory equipment	
3. Construction of Open Air Theater	
4. A week long Q-GIS Workshop and other different programme	
5. Starting of construction of Academic building	
<a href="#">View File</a>	
<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>	
Plan of Action	Achievements/Outcomes

Part of Action	Achievements/Outcomes
1.To introduce Hons. in Education and PG in Bengali, History, Commerce and BBM	Introduced P.G Geography
2. To recruit more faculty and non-teaching staff.	Faculty Recruited
4. To construct more buildings for class room and for other facilities.	NBDD Sanctioned Rs. 44313753.00 on 24.08.2018 for Class room
5. To organise seminars, Workshop, conferences.	One Q-GIS Workshop organised
6.To encourage publication of research articles by the faculty in UGC referred journals.	Participation in seminars and other faculty development programmes; publication of seminar proceeding.
7.Community upliftment programmes through NSS	Four programme held in academic year.
8. Organising sports and games, annual cultural programme, Freshers' welcome, Literary activities, Saraswati Puja, Quiz competition, Debate; participation in Youth Parliament.	Organising sports and games, annual cultural programme, Freshers' welcome, Literary activities, Saraswati Puja, Quiz competition, Debate; participation in Youth Parliament.
9.Counselling regarding the scope of employment; personal counselling regarding different problems of students	Counselling regarding the scope of employment; personal counselling regarding different problems of students
11.To publish e-journals by the college.	We selected the name and initiative taken for ISSN no

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Cooch Behar College Governing Body</td> <td style="text-align: center;">20-Jan-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Cooch Behar College Governing Body	20-Jan-2020
Name of Statutory Body	Meeting Date				
Cooch Behar College Governing Body	20-Jan-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	20-Feb-2019				

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Cloud based College automation system 7.0 developed by Aidni infotech Pvt. Ltd. covering student module, office module, accounts module and online admission system.

## Part B

### CRITERION I - CURRICULAR ASPECTS

#### 1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

When a curriculum is communicated to the Institution from the affiliating university, institution is taking all the initiatives for delivery of the curriculum in the effective manner. In this regard the college is taking the initiatives like applying student centric practices and making the students understand the curriculum by engaging teacher as facilitator. Further the institution is also providing required reference books, text books and journals to the students for effectively transmitting the curriculum to the students. The college faculty plays a positive role in effective delivery of curriculum with stress on achieving the objectives. As a part of practice every department holds meetings to chalk out their strategies for-

- Distribution of subject syllabus or part of it prescribed by the University.
- Planning for periodic evaluation in the form of tests, informing the students of the academic planning for the year. Times and portions for internal assessment and assignments are discussed at the departmental level and the same is given to the students in advance so that the students can prepare themselves for the test.
- We have two Wi-Fi Internet Broad band connections (BSNL), 10 VPN connections which are accessible for the students and teachers for supplementing their preparation in addition to the library books.
- Some classes are held by using Power Point presentation and laptops.
- Seminar and workshops on relevant themes are organized to gain better understanding.
- Modern and emerging areas in the curriculum are supplemented by arranging expert lectures or attending other programmes /seminars organized by other colleges.
- Curriculum transaction is supplemented through library and computers with internet connectivity and other facilities. The College has Internal Quality Assurance Committee (IQAC), which looks into the progress of curriculum-activity being executed in the Institution, once in every three months. Unit Tests performance and in other activities like curricular and extracurricular activities the college ensures whether the stated objectives are achieved or not.

The College ensures the achievement of stated objectives in following way: □ Feedback from students, performance of students in the internal examinations and class interactions, reflect the

attainment of stated curricular objects. □ The syllabus of each department is unitized and uploaded in the college website for the students. □ Teachers strictly follow the schedule and after the completion of each unit HODs are reported about this. □ At the departmental level there are bi-monthly review meetings which ensure implementation of the curriculum. □ Departments analyse the progress of students of their concerned subject and adopt necessary teaching approach. □ Regular enhancement of teaching-learning skills along with the theoretical inputs through participation in national and international workshops, seminars conferences discussion etc. □ Professional qualifications pertaining to the areas of specialization, paper presentations and publications in reputed journals. □ Participation in social outreach and extension activities. □ The faculty members monitor the overall performance of the students through class tests, home assignments, percentage of attendance, classroom discussion.

#### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
GST Express SAP FI-CO	NIL	14/07/2018	365	GST Allied tax practitioner Service and self Employment profession	Accounting Taxation

#### 1.2 - Academic Flexibility

##### 1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Geography	03/07/2018

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##### 1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	All Honours Subject Programme	02/07/2018
BSc	All Honours Subject & Programme	02/07/2018
BCom	Honours & Programme	02/07/2018
BBA	Honour course	02/07/2018
BBM	Programme Course	02/07/2018

##### 1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	21	0

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
CAREER ORIENTED PROGRAM in COMMUNICATIVE ENGLISH	02/07/2018	2
CAREER ORIENTED PROGRAM in COMPUTER APPLICATION	02/07/2018	4
CAREER ORIENTED PROGRAM in Eco-Tourism Management	02/07/2018	20
CAREER ORIENTED PROGRAM in Women Studies	02/07/2018	10

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#### 1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Socio Economic status of the peoples of Anantgiri, Vishakhapattanam, Andhrapradesh.	23
BA	Socio Economic charecteristic of the people Kodalbasti, Jalpaiguri	33
BA	Field study of a tribal village at Fagu	50
BBA	Industrial Tour on Sikkim	37
BBM	Cooch Behar Rajbari Visit	13
BBM	Industry Visit	13

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### 1.4 - Feedback System

#### 1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)



## Feedback Obtained

□ The institute has a clearly set and well-defined mechanism of obtaining the feedback from the stake holders to improve the performance and quality of the institutional provisions. □ The Internal Quality Assurance Cell collects feedback from the students regarding learning processes. □ The inputs obtained are further used to improve the overall performance and quality of the institutional provisions. □ The institute collect the online feedback from our college website through the link <http://coochbeharcollege.org.in/feedback.html>

## CRITERION II - TEACHING- LEARNING AND EVALUATION

### 2.1 - Student Enrolment and Profile

#### 2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	657	3326	522
BA	Program	1050	3168	1013
BCom	Honours	120	53	23
BCom	Program	150	40	25
BSc	Honours	86	799	83
BSc	Program	81	381	72
BBA	Program	92	65	38
BBM	Program	40	25	15
MSc	Geography	15	30	11

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### 2.2 - Catering to Student Diversity

#### 2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3768	11	33	2	72

### 2.3 - Teaching - Learning Process

#### 2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of	Number of teachers using ICT	ICT Tools and	Number of ICT	Number of smart	E resources and
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Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT TOOLS and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
72	32	10	5	1	0

[View File of ICT Tools and resources](#)

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### 2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is available in our Institution. The teachers of different departments find out the students who are lagging behind for different reasons like personal, academic, financial and social. After identifying the student/students, the concern teachers sit with them and listen carefully their individual problem and take remedial measures. The teachers repeatedly meet with the students personally and collectively either through formal mechanism or through informal mechanism.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3768	27	1:139

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	25	8	1	10

#### 2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Professor	NIL

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### 2.5 - Evaluation Process and Reforms

#### 2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONOURS AND PROGRAMME	1ST AND 3RD	20/12/2018	21/02/2019
-	HONOURS	1ST AND	-----	-----

BSc	PROGRAMME	3RD	20/12/2018	21/02/2019
BCom	HONOURS PROGRAMME	1ST AND 3RD	20/12/2018	21/02/2019
BBA	PROGRAMME	1ST AND 3RD	20/12/2018	21/02/2019
BBM	PROGRAMME	1ST AND 3RD	20/12/2018	21/02/2019
BA	HONOURS PROGRAMME	2ND AND 4TH	28/06/2019	16/08/2019
BSc	HONOURS PROGRAMME	2ND AND 4TH	28/06/2019	16/08/2019
BCom	HONOURS PROGRAMME	2ND AND 4TH	28/06/2019	16/08/2019
BBA	PROGRAMME	2ND AND 4TH	28/06/2019	16/08/2019
BBM	PROGRAMME	2ND AND 4TH	28/06/2019	16/08/2019

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#### 2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

THE EXAMINATION SYSTEM HAS BEEN REVISED FROM 111 PATTERN TO SEMESTER CHOICE BASE CREDIT SYSTEM INITIATED BY THE UNIVERSITY. AS PART OF CBCS SYSTEM INTERNAL EVALUATION HAS BEEN IMPARTED FOR EACH SUBJECT SEPARATELY. FOR ENVIRONMENTAL STUDIES UNDER ABILITY ENHANCEMENT CORE COURSE PROJECT EVALUATION SYSTEM WAS ALSO BEEN IMPARTED IN THE EXAMINATION SETUP.

#### 2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

ACADEMIC CALENDAR HAS BEEN PREPARED BEFORE COMMENCEMENT OF THE SESSION AND COMMUNICATED THROUGH COLLEGE WEBSITE. THE ACADEMIC CALENDAR COMPRISES THE DATE OF COMMENCEMENT OF CLASS DATE OF INTERNAL EXAMINATION TENTATIVE DATE OF SEMESTER EXAMINATION OF THE UNIVERSITY AND OTHER ACADEMIC AND CO-CURRICULAR ACTIVITIES.

### 2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://coochbeharcollege.org.in>

## 2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
HonoursRS	BA	Honours	291	204	70.10
Programme	BA	Programme	333	142	42.64
Honours	BSc	Honours	50	44	87.80
Program	BSc	Program	22	14	63.63
Honours	BCom	Honours	26	23	88.46
Program	BCom	Program	3	1	33.33

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## 2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://docs.google.com/forms/d/e/1FAIpQLSd2jFnDToXBWf7r9i1L7d1GUSo5Tr8Zjh5z5fQPdxveNjcUoA/viewform>

## CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NIL	0	0

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### 3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	30/06/2019

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Science Model	Ajazar Hossain	Govt. of W.B. Science and Technology Department	18/09/2018	Science Model Competition

	<b>HOSSAIN</b>	<b>Department</b>		<b>Competition</b>
Science Model	Smriti Roy	Govt. of W.B. Science and Technology Department	19/09/2018	Science Model Competition

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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	30/06/2019

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### 3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Chemistry	1	0
International	Geography	1	0
National	Bengali	1	0
International	Bengali	1	5.5
National	Geography	1	4.1

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	1

Bengali	1
Political Science	1

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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0

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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	20	6	2	0
Attended/Seminars/Workshops	0	2	0	0
Resource persons	0	0	3	0

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### 3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nature Study and Adventure Camp in	Cooch Behar College, Nature Adventure		

Nature Study and Adventure Camp in Buxa, Tashigaon Lepchaka in Alipurduar District for 3 days (22nd February, 2019 to 24th February, 2019).	Cooch Behar College Nature Adventure Club. In collaboration with Cooch Behar Mountaineers Club and NSS Unit-I, Cooch Behar College	2	30
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### 3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National Service Scheme Unit-I, (Seema Barman)	Best NSS Volunteer Award	Cooch Behar Panchanan Barma University	1

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### 3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachha Bharat Summer Internship Programme-2018 (Online Registration Id- 119558 Cooch Behar College-NSSb#60447) Adopting Village Harinchaowra, Guriahati-II Grampanchayat, Block- Cooch Behar-I, Dist-Cooch Behar, West Bengal. for 72 days (23rd Ma	NSS Unit-I, Cooch Behar College	Awareness Campaign For Clean India Street Cleaning Drain Cleaning Nakhad Natak / Street Plays, Swachata Related Folk Song And Dance Performances Swachhata Mela Conducting Village / School Level Rallies Wall Paintings on Public Walls Movie Screenin	1	10

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## 3.5 - Collaborations

### 3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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nature of activity	Participant	source of financial support	Duration
NIL	NIL	NIL	0

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	02/07/2018	30/06/2019	0

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GYATPOZHING COLLEGE OF INFORMATION TECHNOLOGY	01/09/2018	MUTUAL COOPERATION AND PROMOTING SCHOLAR AND STUDENT, FACULTY AND STAFF EXCHANGE AND ACDEMIC INFORMATION AND MATERIAL SHARING, DEVELOP SPORTS, CULTURE AND VALUES	15

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## CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4000000	2134296

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Laboratories	Existing
Others	Existing



Campus Area	Existing
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#### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LMS Cooch Behar College	Fully	Aidni Infotec. (Local Vendor)	2014

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26951	420600	223	80265	27174	500865
Reference Books	218	120294	4	9188	222	129482
Journals	12	22000	0	0	12	22000
Others (specify)	1	5900	0	0	1	5900

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	30/06/2019

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#### 4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	70	1	14	1	1	7	4	4	0
Added	0	0	0	0	0	0	0	0	0
Total	70	1	14	1	1	7	4	4	0

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

#### 4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
e-Library	<a href="http://onlinelibrarycoochbeharcollege.org.in/">http://onlinelibrarycoochbeharcollege.org.in/</a>

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1265000	972360	16.3	691149

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

ALL THE PHYSICAL ACADEMIC AND SUPPORT FACILITIES REGARDING LABORATORY, LIBRARY, SPORTS, COMPUTERS ETC. AVAILABLE WITH THE COLLEGE ARE INTIMATED TO THE STAKEHOLDERS THROUGH THE PROSPECTUS OF THE COLLEGE. NEW CLASSROOMS, EQUIPMENT AND BOOKS ETC. ARE PURCHASED FROM RUSA GRANT AND STATE GOVT. GRANTS AND ALSO FROM COLLEGE FUND. DURING THE YEAR 2018-19 NEW EQUIPMENT FOR GEOGRAPHY PURCHASED FROM COLLEGE FUND AMOUNTED TO RS. 137827, SCIENCE LAB EQUIPMENT AMOUNTED TO RS. 398309.00, SPORTS EQUIPMENT AMOUNTED TO RS. 32562.00. APART FROM THE NEW ADDITION EXISTING FACILITIES ARE MAINTAINED THROUGH ANNUAL MAINTENANCE CONTRACTS AGAINST WHICH AN AMOUNT OF RS. 1,11,468.00 WERE SPENT FROM COLLEGE FUND. MAINTENANCE OF BUILDING AND OTHER FACILITIES ARE MONITORED THROUGH MAINTENANCE SUB-COMMITTEE OF THE COLLEGE. NORTH BENGAL DEVELOPMENT DEPARTMENT, OF GOVT. OF W.B. SANCTIONED RS. 44313753.00 ON 24.08.2018 FOR CLASS ROOM. DURING THE YEAR RS. 94,943 WAS SPENT FOR COMPUTER MAINTENANCE FOR PROPER MAINTENANCE OF EXISTING COMPUTERS.

<http://www.coochbeharcollege.org.in/>

### CRITERION V - STUDENT SUPPORT AND PROGRESSION

#### 5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free Student Ship	125	37710
Financial Support from Other Sources			
a) National	MAHINDRA FINANCE SCHOLARSHIP FOR UNDERGRADUATE STUDENTS	39	390000

**UNDERGRADUATE STUDENTS**

**b) International**

NA

0

0

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development	21/09/2018	30	INTERNAL RESOURCE PERSON
Group Discussion	15/12/2018	25	INTERNAL RESOURCE PERSON
Presentation	15/03/2019	15	INTERNAL RESOURCE PERSON

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CAMPUS (ON AND OFF) PLACEMENT	0	17	0	9

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	30

**5.2 - Student Progression**

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
E TV Bangla	30	0	Amazon, Kotak Mahindra Bank, North East Bank, TCS, TVS Finance, iMerit Technologies, Trip to	17	9

Nature, Little Laureates

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5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	5	Cooch Behar College	B.Com Accountancy Honours	COOCHBEHAR PANCHANAN BARMA UNIVERSITY	M.COM.
2018	4	Cooch Behar College	B.Sc Chemistry Honours	COOCHBEHAR PANCHANAN BARMA UNIVERSITY	M.Sc. CHEMISTRY
2018	11	Cooch Behar College	B.A Geography Honours	NBU AND CBPBU	M.A GEOGRAPHY
2018	4	Cooch Behar College	B.Sc Physics Honours	NBU AND CBPBU	M.Sc. PHYSICS
2018	10	Cooch Behar College	B.A Bengali Honours	NBU AND CBPBU	MA BENGALI
2018	11	Cooch Behar College	B.A English Honours	NBU AND CBPBU	MA ENGLISH
2018	6	Cooch Behar College	B.A History Honours	NBU AND CBPBU	MA HISTORY
2018	5	Cooch Behar College	B.A Philosophy Honours	NBU AND CBPBU	MA PHILOSOPHY
2018	6	Cooch Behar College	BBA	Vidyasagar University AND NBU	MBA
2018	3	Cooch Behar College	B.A Sanskrit Honours	NBU AND CBPBU	MA SANSKRIT

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	13
SET	1

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#### 5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kho- Kho	University	12
Volly Ball	University	9
Athletics	University	6
Foot Ball	University	17
Athletics	Univresity	5
Power Lifting	State Level	1
Athletics	State Level	3
Volly Ball	University	10
Badminton	University	2
College Sports	Institution	115

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### 5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	0	NIL
2018	NIL	International	0	0	0	NIL

No file uploaded.

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

USUALLY THE STUDENT UNION GENERAL SECRETARY BECOME EX-OFFICIO MEMBER OF THE GOVERNING BODY AND OTHER ACADEMIC AND ADMINISTRATIVE COMMITTEES LIKE ACADEMIC COMMITTEE, STUDENT WELFARE COMMITTEE ETC. HOWEVER, DURING THE SESSION 2018-19 NO STUDENT ELECTION WAS HELD IN WEST BENGAL. HENCE THERE WAS NO ELECTED GENERAL SECRETARY OF THE STUDENT UNION AND AS A RESULT THE POST WAS VACANT IN THE RESPECTIVE

## BODIES .

### 5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

252

5.4.3 - Alumni contribution during the year (in Rupees) :

0

5.4.4 - Meetings/activities organized by Alumni Association :

2

## CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college delegate authority and provides operational autonomy to the departments/ units of the institution in prescribed systematic manner and thus ultimately works towards decentralised governance system. The college has different sub-committees constituted by the Governing Body. The sub-committees are formed from the members of Governing Body, teaching, non-teaching staff, General Secretary of the Students Union. Each sub committees have separate function prescribed by the Governing Body. Final decisions are taken in the Governing body on the basis of the suggestions/decision given by the different sub committees. The sub committees then take different measures to execute those decisions. Moreover, the Principal conducts regular meetings with teaching, non-teaching staff and students in general and Students Union in particular. The decisions are taken for effective implementation of suggestions. In addition to academic responsibility, the teaching staff also takes up administrative works and is on the functional committees that cater all aspects of governance of the college. The management gives suggestions/decisions on various aspects on the basis of the Principals report and feedback it gets from the students and different other stakeholders. The suggestions of the management are communicated to the teaching, non-teaching and students and implemented by the principal through various sub- committees. The principal also assigns various academic and administrative bodies of the college on the basis of suggestions of the management. The college promotes a culture of participative management in the arena of academic and administrative functioning .Members of different academic, administrative and other units/departments of the college take part in the activities/works of the institution as per capacity /work distribution by different committees of the members. Every one of the different stakeholders besides their regular duties/works is involved/ takes part in the activities to run the governance of the college. The participation

involved/ takes part in the activities to run the governance of the college. The participatory management has not only intensified the institutional life activity in the college but also extended it beyond. The General Secretary of Students Union is not only the member of the Governing Body, but he/she also represents some of the other Sub-Committees. The non-teaching members also represent different Sub Committees.

6.1.2 - Does the institution have a Management Information System (MIS)?

Partial

## 6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College Follow Curriculum of the affiliating University and it has no right to design curriculum. However, a significant number of teachers are the members of the Board of Studies of different subjects of the University. They Directly take part in development of respective curriculum. In addition, the others teachers also contribute their suggestion regarding curriculum development either to the members of the BOS or to the university directly.
Teaching and Learning	The college takes utmost care for maintaining quality teaching and learning. Teachers are encouraged to use ICT methods and to interact with the students personally or in a group. Class test, Group discussions, special lecture, excursion, seminar, field report and so many others cultural, sports and co curricular activities are undertaken regularly by the teachers.
Examination and Evaluation	The semester based term end examinations of CBCS system are undertaken by the affiliating university. The teachers are naturally involved in the entire process of the examination and evaluation. In addition, different class tests are taken by the teachers. The evaluated scripts are shown to the students and teachers identify the strong and weak points to the students.
Research and Development	Teachers are always encouraged for promotion of their individual research area. They take part in the different national international seminar , and conference and present their research papers. A few of our college teachers are also active as research Guide for Ph.D Cours. The management has also taken a definite resolution for granting some seed money to the willing and deserving teachers and students for undertaking their research work.
Library, ICT and Physical Infrastructure / Instrumentation	During the time, the college has purchased 227 Text and reference Books amounting Rupees 89453.00, spent Rs. 368593.00 for purchase of ICT and Laboratory equipment to be used in in different laboratory based subjects.

Human Resource Management	The college authority for smooth running of all the activities, takes care for optimum and efficient use of existing human resources. The day to day activity of teachers and non-teaching staff looked after by the Principal. The teachers are encouraged to take part in different faculty development programme. The Principal periodically takes special sessions to inform and guide the teachers and non teaching staff related to admission, examination, teaching and learning, seminar and different outreach programmes.
Admission of Students	The College ensures publicity and transparency in admission process by the following way: <input type="checkbox"/> The Admission Committee consists of Principal, Head of all the departments, IQAC Coordinator, Teachers Council Secretary, General Secretary Students Union. <input type="checkbox"/> Each candidate has full access to information related to the admission process. The college website (www.coochbeharcollege.org.in) lists the courses offered, eligibility criterion, admission process, admission schedule, fee structure of each course, status of seats, important notifications as well as the process for admission on the basis of sports and extra-curricular activity. The entire process of admission is through online.

#### 6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	THE COMPOSITION OF COLLEGE GOVERNING BODY AND MEMBERS OF THE TEACHERS COUNCIL HAS BEEN GIVEN IN COLLEGE E-PROSPECTUS. DIFFERENT NOTICES ARE ALSO PUBLISHED THROUGH COLLEGE WEB-SITE. STUDENTS ADMISSION OF THE COLLEGE IS ENTIRELY RUN THROUGH ON-LINE SYSTEM. LIBRARY CATALOG IS ALSO LINKED WITH ON-LINE SYSTEM.
Finance and Accounts	ENTIRE SALARY PAYMENT OF PERMANENT TEACHING AND NON-TEACHING EMPLOYEES ARE GOVERNED THROUGH IFMS MODULE OF GOVT. OF WEST BENGAL. FURTHER TO THAT RUSA AND UGC SANCTIONED FUNDS ARE SPENT THROUGH PFMS MODULE OF GOVT. OF INDIA. ALL THE PURCHASES AND CONSTRUCTION WORK ARE EXECUTED THROUGH E-TENDERS.
Student Admission and Support	STUDENTS ADMISSION OF THE COLLEGE IS ENTIRELY RUN THROUGH ON-LINE SYSTEM. EVERY PROGRAM AND CLASS RELATED INFORMATION CLASS ROUTINE, EXAMINATION NOTICES ARE ALSO PROVIDED THROUGH COLLEGE WEB-SITE. LIBRARY CATALOG IS ALSO LINKED WITH ON-LINE SYSTEM.
Examination	EXAMINATION ROUTINE AND OTHER NOTICES RELATING TO EXAMINATIONS ARE PUBLISHED THROUGH COLLEGE WEB-SITE

### 6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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2019	NIL	NIL	NIL	0
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6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	How To Develop E- Content for Class Teaching.	NIL	26/03/2019	26/03/2019	20	0
2019	NIL	The Online Examination Form Fill Up Process	04/06/2019	04/06/2019	0	10

[View File](#)

6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Disaster Management	1	01/03/2019	21/03/2019	21
Recent Development in Chemistry 2018	1	07/09/2018	08/09/2018	02
Workshop on MOOCS, e-content development and Open Educational Resources	1	30/01/2019	05/02/2019	07
Refresher Course in English	1	12/06/2019	25/06/2019	14
Refresher Course in Gender Studies ID	1	05/02/2019	25/02/2019	21
Refresher Course in Bengali	1	01/08/2018	21/08/2018	21

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6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

1

1

0

0

## 6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
EMPLOYEES CREDIT CO-OPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT, PART TIME AND CONTRACTUAL TEACHERS.	EMPLOYEES CREDIT CO-OPERATIVE CREDIT SOCIETY LTD. COVERING PERMANENT NON-TEACHING EMPLOYEES.	FREE STUDENTSHIP and STUDENT AID FUND.

## 6.4 - Financial Management and Resource Mobilization

## 6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

THE INSTITUTION DOES NOT HAVE ANY MECHANISM FOR INTERNAL FINANCIAL AUDIT. HOWEVER, THE FINANCIAL PAYMENTS ARE PASSED EITHER THROUGH FINANCE SUB-COMMITTEE OR THROUGH THE DIRECT JOINT CONTROL OF THE BURSAR AND PRINCIPAL. BUT UTILIZATION CERTIFICATES OF ALL THE PAYMENTS UNDER GOVT AND NON-GOVT. GRANTS ARE SUBMITTED AFTER PARTIAL AUDIT FROM EXTERNAL AUDITOR. OVERALL FINANCIAL STATEMENT OF THE COLLEGE IS AUDITED BY THE EXTERNAL AUDITOR APPOINTED BY THE DIRECTOR OF PUBLIC INSTRUCTION, GOVT. OF WEST BENGAL.

## 6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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## 6.4.3 - Total corpus fund generated

0.00

## 6.5 - Internal Quality Assurance System

## 6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	ACADEMIC SUB-COMMITTEE, TEACHERS COUNCIL
Administrative	Yes	AUDITOR APPOINTED BY THE DPI GOVT. OF WEST BENGAL	No	

## 6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

1. SUGGESTION FOR MAINTAINING CLEAN AND GREEN CAMPUS 2. SUGGESTION FOR IMPROVING LIBRARY HABIT AMONG THE STUDENT 3. SUGGESTION FOR IMPROVING CLASS ATTENDANCE OF THE STUDENTS

6.5.3 - Development programmes for support staff (at least three)

1. THE ONLINE EXAMINATION FORM FILL UP PROCESS 2. BASIC OF COMPUTER KNOWLEDGE 3. THE ONLINE ADMISSION PROCESS

6.5.4 - Post Accreditation initiative(s) (mention at least three)

• INTRODUCTION AND ADOPTION OF CBCS SYSTEM • INTRODUCTION OF UG COURSE (SELF FINANCING) - BACHELORS OF MANAGEMENT IN AVIATION, TOURISM AND HOSPITALITY • INTRODUCTION OF PG COURSE (SELF FINANCING) IN GEOGRAPHY • CONSTRUCTION OF NEW CLASS ROOMS • IMPROVEMENT OF PLAYGROUND • RENOVATION OF OFFICE AND ADMINISTRATIVE BLOCK • PURCHASE OF LABORATORY EQUIPMENTS • PURCHASE OF LIBRARY BOOKS • CONDUCT OF WORKSHOP AND SEMINAR • INTRODUCTION OF ONLINE COLLEGE AUTOMATION SYSTEM • CONSTRUCTION OF LABORATORY • PURCHASE OF ADMINISTARTIVE AND ACDEMIC SOFTWARE • CONSTRUCTION OF ONE OPEN AIR THEATER (MUKTA MANCHA) • CONDUCT OF EXCURSION AND STUDY TOUR

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Special Lecture	17/09/2018	17/09/2018	17/09/2018	48
2018	Special Lecture	19/09/2018	19/09/2018	19/09/2018	48
2019	A week long Q-GIS Workshop	14/01/2019	14/01/2019	20/01/2019	148
2018	Drama Performance	09/07/2018	09/07/2018	09/07/2018	90
2018	Sanskrita Divas Udjapon	31/08/2018	31/08/2018	31/08/2018	100
2018	Summer Internship Programme	23/05/2018	23/05/2018	31/07/2018	11
2018	Plantation Programme	20/07/2018	20/07/2018	20/07/2018	100
2019	World AIDS Day Celebration	01/12/2018	01/12/2018	01/12/2018	150
2019	International Mother Tongue Day	21/02/2019	21/02/2019	21/02/2019	160
2019	Blood Donation Camp	10/05/2019	10/05/2019	10/05/2019	80

**CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)**

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	01/07/2018	30/06/2019	0	0

**7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:****Percentage of power requirement of the University met by the renewable energy sources**

Students are always cautioned to keep the campus clean and eco-friendly. Different programs are taken for plantation, gardening and nurturing the saplings which are planted. Maintenance of the campus is the top most priority of the Authority. For Environmental consciousness, first day of every month has been observing as the NO VEHICLE DAY. In regard to alternative energy, no such initiative has been taken yet.

**7.1.3 - Differently abled (Divyangjan) friendliness**

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

**7.1.4 - Inclusion and Situatedness**

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	12	12	23/05/2018	72	1. Awareness Campaign For Clean India 2. Street Cleaning Drain Cleaning 3. Nakhad Natak / Street Plays, Swachata Related Folk Song And Dance Performances 4. Swachhata Mela 5. Conducting Village / School Level Rallies 6. Wall Paintings on Public Wal	MISUSE OF TAP WATER AND CONSTRUCTION OF TOILET AND SEGREGATION OF WASTE	11

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#### 7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
COLLEGE PROSPECTUS	09/06/2018	STUDENTS FOLLOW THE RULES AND REGULATIONS THROUGHOUT THE YEAR IN THE COLLEGE .

#### 7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Kerala Flood Relief Fund Collection	30/08/2018	30/08/2018	50
Advocacy Communication Social Mobilisation Programme for Youth under Revised National Tuberculosis Control Programme	05/09/2018	06/09/2018	150
World AIDS Day Celebration	01/12/2018	01/12/2018	150
International Mother Tongue Day	21/02/2019	21/02/2019	160
Sensitization Programme on Harmful Effect of Tabaco Abuse	08/03/2019	08/03/2019	70
Blood Donation Camp	10/05/2019	10/05/2019	80

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#### 7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. PLANTATION 2. CLEANING OF DRAINAGE SYSTEM 3.GARDENING 4. RAINWATER HARVESTING 5. NO VEHICLE DAY ON FIRST DATE OF EVERY MONTH 6. COMPOST PIT

### 7.2 - Best Practices

#### 7.2.1 - Describe at least two institutional best practices

Best Practices I Title of the practice Felicitation of Students and Teachers for excellence. Goal • To ensure better academic performance of students. • To involve the teachers in research oriented activity. • To develop confidence in students to face the examinations. To boost up the academic vision of the major stakeholders. • To encourage students for Co-curricular / curricular activities. • To encourage students in general to be involved in such activities that can lead them to the path of success. Context Cooch Behar district is one of the most backward districts of West Bengal. Majority of the total population of the district are belongs to SC category. Besides poor economic conditions, the educational scenario of the district is gloomy. Many social and economic factors are there behind this condition. But instead of these stumbling blocks there are some students who have shown their excellence in different sectors. The college is now aiming in

students who have shown their excellence in different sectors. The college is very sincere in nurturing of such with utmost care. Programmes like remedial coaching, tutorial class and personal discussion are adopted for further improvement of the students. So, the college takes new initiatives 'Felicitation Activity' to boost up the merit based performance of the students and augmented research activity of the teachers. The felicitations of such activities are arranged on the foundation day of the college every year. And, it is seen that the feedback of such felicitation activity is very positive. The Practice Students are informed by the faculties, notice board and college websites about the annual felicitation programme. The 'Teachers' Council' with the help of IQAC prepares the list of awardees after checking results details of the students and research publication of the teachers. Then the probable awardees are informed by letter and also by phone. Then in the meeting of 'Teachers' Council' detail schedule and prize items are prepared and some teaching and non-teaching staffs deputed to purchase the prize materials. In that event another retired teacher offers cash of Rs 500 to two students of Chemistry Honours and Chemistry General. Notes This practice can be adopted by other college to help students to excel academically and to develop a sense of confidence in them. In order to encourage the students in their studies the college every year felicitates those students who have shown good academic achievement in different examinations conducted by the affiliated University. Students who get highest mark in every department are felicitated. Students of all the programmes of studies viz. Arts, Commerce and Science are covered. Each year in an annual function the achievers are felicitated in the presence of a distinguished guest along with Principal and other teachers. This annual prize distribution to the toppers creates an atmosphere of high interest and enthusiasm among the students. The college honours its teachers every year who have shown significant contribution in research and innovation in order to encourage their further involvement in such practices and develop the overall participation of the college in research related activities. Those faculty members who have participated and presented papers in international seminar and conferences or have contributed papers in international or national journals are felicitated. Best Practice - II Title of the practice Fee Scholarships for Students from College Fund Goal • To provide support to the needy and meritorious students. • To remove financial barrier for the learners on the way of higher education. • To identify the students who are not obtaining any Government provided scholarships but actually need some kind of support. • To understand those students expectation and comprehend them about the availabilities. Context Like other parts of rural India, a section of students of our college come from such background where higher education is not only a luxury but also remains untouchable due to financial impediments. Currently, the Government level financial support for

reserve categories and minorities become very active in West Bengal and a large section of students are benefitted from such scholarship schemes But we hold that such support from Government level is necessary but not sufficient. Multi-dimensional poverty on the way of higher education may not be eradicated only by such Government level initiatives. Observing that section of students who are not belonging under the umbrella of Government level support mechanism but poor, college made an effort to identify and support them from its own fund in terms of half / full removal of tuition fees. In the programme, we create a friendly democratic space where a free flowing exchange of ideas between teachers and students can happen openly about issues that affect their daily lives.

The Question: The college put the notice on the notice board seeking the application from student

The Practice • The college put the notice on the notice board seeking the application from students for such fee removal scholarship scheme. • After receiving the application with valid documents the scholarship committee shortlisted the students. • During screening, the committee remain very much careful about the norms that any students received any kind of Government level support remain out of such screening list. • The list of valid students eligible for such scholarships is published in the college notice board. • The date of reimbursement is also published on the notice board. • The college office disburses the fees on the stipulated dates. Evidence of success • The impact of the programme has been very encouraging. • Students' attachment with the institution and teachers faster. • They do not feel like aliens. • Nearly 20 students received such scholarships during 2014-15 sessions and the percentage has some upward strength over the year. • College become proud about such utilisation of fund for helping the alienated students. • They face their new life more easily. Notes The college has in its credit a number of activities aimed at student's welfare and benefit. As the students are vulnerable to dropouts, irregular attendance and poor educational resources it becomes a responsibility of the parental institution to extend assistance of every possibility in order to lend a hand of support to the talents. The first and foremost challenge before the college is to resist the dropout rate. As more than 65 of the students come from a rural and poor socio- economic background it becomes increasingly difficult for them to continue their studies uninterrupted. To check this circumstances the college has come out with effective measures the foremost among which is a scheme of free studentship to the student's not availing benefit of any other scholarship. It will be appropriate to mention here that this is a unique initiative on behalf of any college or educational institution of the entire vicinity and has earned praise and appreciation from students, parents and local population. The relaxation in fees has been offered in two major categories namely complete free studentship and relaxation of upto 50 . It has to be mentioned here that many students in the college receive benefit of Government scholarships and aids. Regular Government scholarships have been offered to SC/ST/OBC and minority students under schemes. Apart from this a few nongovernmental organizations such as Jhindal, Mahindra etc also offer scholarships to selected students of our college. But in spite of these a major population of students remains uncovered by these aids. Again, there is also a large population of students who miss the BPL list by a thin margin. These students who do not receive any financial aid from Government and are also not covered by BPL traditionally constitute the population which is prone to dropouts and abrupt disruption in studies. Hence, the college has come out with this concept of free studentship which has been offered only to those students who do not come under BPL list and also do not receive benefit of any other scholarship governmental or nongovernmental. The effect of this free studentship is one year. In completion of one year students need to apply as fresh candidates. This concept of free studentship has been received with very favorable response and proved as an effective measure in curving the predicaments of students in carrying out their studies uninterruptedly.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.cochbeharcollege.org.in/>

### 7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. COOCH BEHAR COLLEGE IS ONLY ONE COLLEGE IN THE DISTRICT OF COOCH BEHAR WHICH IS PROVIDING EDUCATION OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT 2. THE COLLEGE HAS INTRODUCED PG COURSES IN GEOGRAPHY SINCE 2018-19.

Provide the weblink of the institution

<http://www.coochbeharcollege.org.in/>

### 8. Future Plans of Actions for Next Academic Year

To introduce Honours in Zoology, Botany, Education and PG in English and Bengali To recruit more faculty and non-teaching staff. To introduce NCC To upgrade gymnasium To construct more buildings for class room and for other facilities. To organise seminars, Workshop, conferences. To encourage publication of research articles by the faculty in UGC referred journals. Community upliftment programmes through NSS Organising sports and games, annual cultural programme, Freshers' welcome, Literary activities, Saraswati Puja, Quiz competition, Debate participation in Youth Parliament. Counselling regarding the scope of employment personal counselling regarding different problems of students Preparation for Mock Interview workshop on New Education Policy workshop on Evaluation System. To publish e-journals by the college.