Annual Quality Assurance Report

(2016-2017)

Submitted by

Internal Quality Assurance Cell

Cooch Behar College

2 No. Kalighat Road

Cooch Behar

West Bengal

Submitted to

National Assessment and Accreditation Council

(NAAC)

Bangalore

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 No, 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.

> 09832436849

Name of the Head of the Institution:

> Dr. Pankaj Kumar Debnath

Tel. No. with STD Code:

> 03582-256798

Mobile:

> 09832436849

Name of the IQAC Co-ordinator: Dr. Mridul Ghosh

Mobile: 9749356396

IQAC e-mail address: mridulghosh@coochbeharcollege.org.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   WBCOGN 14026 of Cycle -II

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)

F.19.26/EC(SC-18)/DO/2016/130.2 Dated 05.11.2016

1.5 Website address: www.coochbeharcollege.org.in

Web-link of the AQAR: http://www.coochbeharcollege.org.in/AQAR.html

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.16	2009	5 YEAR
2	2nd Cycle	B++	2.78	2016	5 YEAR
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   06-08-2010

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

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

   i) NAAC Accreditation was done in October, 2016 and accredited at B++ grade with CGPA of 2.78 on 7 point scale.Hence, this (2016-2017)is the 1st AQAR after 2nd cycle of NAAC assessment.

1.10 Institutional Status

    University   State [X] Central [X] Deemed [X] Private [X]

    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 [X]

1.11 Type of Faculty/Programme

    Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

    TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [✓]

    Others (Specify)   . Career Oriented Programme

1.12 Name of the Affiliating University *(for the Colleges)*   Cooch Behar Panchanan Barma University

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-COP Programmes | ✓ |

2. IQAC Composition and Activities

2.1 No. of Teachers | 7 |

2.2 No. of Administrative/Technical staff | 1 |

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 | 13 |

2.10 No. of IQAC meetings held | 3 |

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 3 |

Non-Teaching Staff Students | 1 | Alumni | 0 | Others | 0 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | X |

If yes, mention the amount | NIL |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 0 |

(ii) Themes | NA |

2.14 Significant Activities and contributions made by IQAC

- Monitoring Teaching Learning
- Conducting Students' Seminar
- Motivating Teachers to apply for being Research Guides to Cooch Behar Pancanan Barma University
- Motivating the teachers to undertake Major/ Minor Research Projects
- Motivating the departments to organise National/ International Seminars
- Steps taken to introduce PG in Geography
- Steps taken to introduce B. Sc. in Bio- Science

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.To introduce Hons. in Education and PG in Geography, Bengali, History, Commerce and BBM (Self finance). 2. To recruit more faculty and non-teaching staff. 3. To start NCC; 4. To upgrade gymnasium 5. To construct more buildings for class room and for other facilities. 6. To organise seminars/conferences. 7. To encourage publication of research articles by the faculty in UGC referred journals. 8.To publish e-journals by the college.	1. Recruitment of five Faculties in permanent post; one permanent librarian and one contractual deputy librarian. 2. Up gradation of playground; 3. Participation in seminars and other faculty development programmes; publication of seminar proceeding. 4. Personal counselling regarding different problems of

9. Computer Awareness, Staff training and personality development of college staff. 10. To organise programmes on Human Rights, Moral Values, Anti Drug, Aids, Banking Activities, Computer Literacy; opening of Spoken English course. 11. Preparation for Mock Interview; workshop on New Education Policy; workshop on Evaluation System. 12. Workshop on application of new software; how to deal with the students for better management; 13. Counselling regarding the scope of employment; personal counselling regarding different problems of students; 14. Organising sports and games, annual cultural programme, Freshers' welcome, Literary activities, Saraswati Puja, Quiz competition, Debate; participation inYouth Parliament. 15. Community upliftment programmes through NSS 16. Department of BBM introduced in our college with the collaboration of AVLON Shiksha Niketon	students, sports and games. 5.Construction of seminar hall, full automation of library. UGC Major Research Project. 6. Annual cultural programme, freshers' welcome, literary activities, Saraswati Puja. 7.Community upliftment programmes through NSS.

* 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

> The following initiatives were taken: upgradation of playground, construction of buildings, encouragement for publication of research articles and participation in the seminars, full computerisation of library.

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	4
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
26	23	3	0	PTT –03 CWTT- 01

2.2 No. of permanent faculty with Ph.D.

10

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
5	5	0	0	0	0	8	0	13	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

24	5	29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	19	2
Presented papers	3	11	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 teaching plan for every academic year, 3) preparing annual academic performance record, 4) conducting departmental meetings on distribution of syllabus, planning of tests, projects, field work and study tours etc. 5) by unitizing syllabus, 6) by conducting parent-teacher meeting

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

224

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

02

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

10	00	00

2.10 Average percentage of attendance of students

77%

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	269	11(4.08)	11 (4.08)%	193(71.74)	NIL	79.92% 215
BA (G) III YEAR	428	0	0	244 (57%)	NIL	57% 244
BSC (H)III YEAR	35	15(42.85)	16 (45.71%)	2 (5.71%)	NIL	94% 33
BSC (G)III YEAR	25	0	0	22 (88%)	NIL	88% 22
BCOM (H)III YR	11	0	0	10 (91%)	NIL	91% 10
BCOM (G) III YR	08	0	0	6 (75%)	NIL	75% 06

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. Self appraisal of teachers
2. Feedback report from students on Teachers
3. Enhancing learning infrastructure
4. Academic Audit
5. Planning and implementation of teaching plan
6. Improvement in sports and cultural activities
7. Organization of seminars, conferences, lectures of eminent persons.
8. 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.
9. Motivating the departments for arranging guest and seminar lectures, organising National Seminars and Workshops

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	9

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	0
Technical Staff	3	4	0	0

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	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	0	1
Outlay in Rs. Lakhs	1,10000	0	90500.00	1

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	9	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications: Not available

Range [NA]   Average [NA]   h-index [NA]   Nos. in SCOPUS [NA]

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	0	0	0	0
Minor Projects	2	UGC	340000.00	0
Interdisciplinary Projects	1	Govt. Of W.B.	698591.00	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total	3	2	1030000.00	0

3.7 No. of books published   i) With ISBN No.   01   Chapters in Edited Books   03

ii) Without ISBN No.   X

3.8 No. of University Departments receiving funds from

UGC-SAP X   CAS X   DST-FIST   X

DPE X   DBT Scheme/funds X

3.9 For colleges   Autonomy X   CPE X   DBT Star Scheme X

INSPIRE X   CE X   Any Other (specify)   State Govt. and UGC

3.10 Revenue generated through consultancy   X

3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number	0	2	0	0	0
Sponsoring agencies	0	UGC	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons   3

3.13 No. of collaborations   International   0   National   0   Any other   0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :

From Funding agency 340000.00   From Management of University/College 500000.00

Total 840000.00

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	1	0	0	0	0

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   0
   and students registered under them   0

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF 0   SRF 0   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 3   State level 0

National level 0   International level 0

3.22 No. of students participated in NCC events:

University level	0	State level	2
National level	1	International level	0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	0	College forum	0		
NCC	0	NSS	2	Any other	2

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	17	1	UGC and STATE GOVT.	18
Laboratories	7	7	UGC, STATE GOVT., COLLEGE FUND	14
Seminar Halls	0	1	0	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01	01	UGC	02
Value of the equipment purchased during the year (Rs. in Lakhs)	1022948.00	703861.00	UGC	1726809.00
Others	0	0		0

4.2 Computerization of administration and library

Fully computerised administration and library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26505	NA	139	38624.00	26644	NA
Reference Books	484	NA	18	NA	502	NA
e-Books	0	0	0	0	0	0
Journals	7	NA	0	0	7	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others - Consortium	NA	NA	1	0	1	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	70	01	14	01	01	07	04	0
Added	00	02	51	01	00	00	00	0
Total	70	03	65	02	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

151975.00

ii) Campus Infrastructure and facilities

6725387.00

iii) Equipments

33675.00

iv) Others

1653498.00

Total :

8564535.00

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
3179	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

No	%	Men
2125	66.84	

No	%	Women
1054	33.16	

Last Year							This Year						
Gen	SC	ST	OBC	Minority	Physically Challenged	Total	Gen	SC	ST	OBC	Minority	Physically Challenged	Total
1387	970	31	454	148	8	2998	1470	1002	40	605	62	0	3179

Demand ratio   7:1   Dropout % 6% (approx)

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

No definite feedback

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 1 | GATE | X | CAT | X

IAS/IPS etc | X | State PSC | X | UPSC | X | Others | X

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

About 1500

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	02

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 [50]   National level [0]   International level [1]

No. of students participated in cultural events

State/ University level [2]   National level [0]   International level [0]

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

Sports: State/ University level [36]   National level [0]   International level [1]

Cultural: State/ University level [3]   National level [0]   International level [0]

5.10   Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	390	153700.00
Financial support from government	All SC, ST, OBC and Minority Students	Not available
Financial support from other sources	Some meritorious students and Bidi Shramik	Not available
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

[0]   [0]   [0]

| Fairs | : State/ University level | National level | International level |
| Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students   04

5.13 Major grievances of students (if any) redressed: 1) upgradation of playground, 2) introduction of Honours in Physics and Chemistry, 3)   recruitment of faculty, 4) construction of three buildings (ongoing), 5) construction of one BBA Block, 6) pure drinking water, 7) 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	2+ 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	C.B.P.B. UNIVERSITY and STATE GOVT.	YES	Governing Body and IQAC
Administrative	YES	C.B.P.B. 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. Felicitation of Students and Teachers for excellence 2. Fee Scholarships for Students from College Fund.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

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)

> This is the only college in the district town which offers Arts, Science, Commerce and Management Course to the students. Demand ratio is 1:7. 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 Second 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. Recruitment of more faculty and non-teaching staff, 2. To start NCC, 3. To construct more buildings for class room, 4. To Introduce new regular and self financing courses at UG &PG level, 5. To organise seminars/conferences, 6. To encourage publication of research articles by the faculty in referred journals, 7. To publish e-journals by the college, 8. To organise anti-drug campaigns, 9. To encourage literary activities, 10. Participation in Youth Parliament, 11. Community upliftment programmes through NSS.

Name   Dr. Mridul ghosh

Name Dr. Pankaj Kumar Debnath

Mridul Ghosh.

4 9/2/18

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Co-ordinator
IQAC
Cooch Behar College
Cooch Behar

****

Principal
COOCH BEHAR COLLEGE
COOCH BEHAR

****

Annexure—1   **COOCH BEHAR COLLEGE**
                                   ACADEMIC CALENDAR
                  ACADEMIC SESSION 2017(1ST JULY 2016- 30TH JUNE 2017)

SCHEDULE	PART-I	PART-II	PART-III
Admission	June – August	June – August	June – August
Class Routine Publication	July	July	July
Date of Class Commencement	July	July	July
Nabin Baran	September	NA	NA
Registration form fill-up	August	NA	NA
Mid-term Test	September	September	September
Result of Mid-term Test	September	September	September
Parent-teacher Meeting	September	September	September
Prize Distribution to the Best Performer	November	November	November
Fees Collection	November, January	November, January	November, January
Study Tour for Specific Dept.	NA	"November to December" for Geography (GEN)	"November to December" for Geography (HONS)
Test Examination	December - January	December – January	December - January
Annual Sports Meet	December/January	December/January	December/January
Annual Cultural Program	December/January	December/January	December/January
Students' Union Election	December/January	December/January	December/January
Publication of Slack-Session Routine	January	January	January
Result of Test Examination	February	February	February
Parent-teacher Meeting	December	December	December
Examination form fill-up	February – March	February – March	February – March
Publication of Exam date by NBU	March	March	March
Distribution of Admit Card	March	March	March
Date of University Examination	April	April	April
Publication of Result by University	September	September	July/August