



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

COOCH BEHAR COLLEGE

- Name of the Head of the institution **Dr. Pankaj Kumar Debnath**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03582256798**
- Mobile No: **9832436849**
- Registered e-mail **principal@coochbeharcollge.org.in**
- Alternate e-mail **pankaj.debnath.econ@gmail.com**
- Address **2 No. Kalighat Road, Word No. - 10**
- City/Town **COOCH BEHAR**
- State/UT **West Bengal**
- Pin Code **736101**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Cooch Behar Panchanan Barma University**
- Name of the IQAC Coordinator **Dr. Mridul Ghosh**
- Phone No. **03582256798**
- Alternate phone No. **9749325146**
- Mobile **9749356396**
- IQAC e-mail address **cbciqac@gmail.com**
- Alternate e-mail address **mridulghosh@coochbeharcollge.org.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://coochbeharcollge.ac.in/doc/AQAR%202020-%2021%20Accepted%20Copy.pdf>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://coochbeharcollge.ac.in/pdf/ACADEMIC%20CALENDER%202023-24.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.16	2009	04/05/2009	03/05/2014
Cycle 2	B++	2.78	2016	05/11/2016	04/11/2021
Cycle 3	B++	2.78	2023	21/03/2023	20/03/2028

6.Date of Establishment of IQAC

06/08/2010

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional/ Research Committee	Micro Research project	Cooch Behar College	2024	67300.00
Institutional/ IQAC	Lecture Session: Jagadguru Shri Shankar acharya Vyakhyanmala	Bharatiya Bhasha Samiti (Ministry of Education, GoI)	2024	50000.00
Institutional/ IQAC	DST Lecture Session	DST	2024	5000.00
Institutional/ IQAC	Organizing NAAC offline workshop	Government of West Bengal, Dept. of Higher Education	2024	99860.00
Institutional/ IQAC	Grant for installation of a water purifier cum coole;	Radhamadhab Institution, P. C. Chandra Jewellery Apex(P) Ltd.	2024	129651
Institutional/ IQAC	CBPBU Table Tennis, Khokho, Athletics meet	Cooch Behar Panchanan Barma University	2024	240000
Institutional/ IQAC	NSS	Cooch Behar Panchanan Barma University	2024	120630
Institutional/ IQAC	Nodal Centre (Geography)	Cooch Behar Panchanan Barma University	2024	54675

8. Whether composition of IQAC as per latest Yes

NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes

- If yes, mention the amount **99860.00**

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. District Level State sponsored workshop on Hands on Training on NAAC methodology and preparation. The IQAC organized the Workshop with Grant support and Approval of The Directorate of Public Instructions, Govt. of West Bengal in order to provide hands on training on NAAC Accreditation Methodology and to all the colleges of the district of Coochbehar. The NAAC Coordinator, HOI and IQAC Coordinators of the colleges took part in the workshop. Overall, 51 participants from 15 colleges of the district participated in the workshop. The Principal, Cooch Behar College and the NAAC Coordinator of Cooch Behar College acted as resource person to the workshop. The main purpose of the workshop was to motivate the colleges under 1st Cycle to participate and be accredited by NAAC. The outcome of the workshop has been perfectly achieved, as 5 such colleges already completed their NAAC accreditation by the end of 2024.

2. Formation of Research and Development Cell. The IQAC, formed the Research & Development Cell for effective delivery and framing and control of the internship projects. The IQAC called for submission of proposal for Internship projects from various departments. Finally, the R & D cell adopted 29 proposals of Internship projects

for the Academic Session 2023- 24.

3. Infrastructural arrangement for Introduction of NEP 2020 as per state guidelines from the Academic session 2023 - 2024. The IQAC took comprehensive approach to create infrastructure for the new framework. IQAC initiated 6 MOU for running of the new system.

4. Introduction of 29 Internship Courses under NEP- 2020 for skill development of the students. The IQAC called for submission of proposal for Internship projects from various departments. Finally, the R & D cell adopted 29 proposals of Internship projects for the Academic Session 2023- 24.

5. NIRF ranking Participation by the institution from academic year 2022 -23. IQAC took active initiative for this purpose.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. To introduce NEP 2020 from Academic Session 2023-24.	1. The IQAC committee members took part in the preparatory meeting organized by the affiliating university for preparation of the framework and regulations of introduction of the new NCCF framework. Also faculties of all departments took part in framing the curriculum under the New system.
2. To organize student awareness program regarding New Education Policy 2020 followed NCCF framework as per State Government guideline.	2. Total no of 6 program organized.
3. To introduce Skill Enhancement Courses in line with the New framework.	3. The IQAC adopted 14 Skill Enhancement Courses from the recommended basket of CBPBU.
4. To introduce Internship Projects in line with the New framework.	4. The IQAC adopted the guidelines of Internship Projects recommended by the University. The IQAC also formed the R & D cell for effective delivery and framing and control of the internship projects. The

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5. To organize workshop for hands on training on NAAC methodology and preparation of all the colleges of district of Cooch Behar.	5. The IQAC organized DPI approved workshop on Hands on training of NAAC methodology and preparation of the colleges of the District of Cooch Behar 10th January 2024.
6. To participate in NIRF ranking for the year 2023 and 2024.	6. The institution participated in NIRF ranking 2023 & 2024
7. To organized program on Implementation of NEP for all staff and student.	7. NEP -2020 orientation for staff and student conducted.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Cooch Behar College Governing Body	03/10/2024

14. Whether institutional data submitted to AISHE

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8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	23/02/2024

15.Multidisciplinary / interdisciplinary

Modern education systems need expertise in several subjects beyond one's primary study area. The National Education Policy (NEP 2020) emphasizes holistic and multidisciplinary education, recognizing the interconnectedness of all human knowledge and inquiry. For seven decades after independence, undergraduate education has been focused on a single discipline. NEP-2020 recommends a multidisciplinary approach in the Indian education system to ensure knowledge harmony and integrity (Para 10.2). It

aims to establish Multidisciplinary Education and Research Universities (MERUS) by 2030 to meet the demands of global students (para 10.7). According to paragraph 10.11 of the NEP-2020, single-stream higher education institutions (HEIs) will be phased out in favor of multifunctional institutions or clusters. The institution is committed to transforming itself into a multidisciplinary institution in line with the NEP 2020 as and when the affiliated university officially decides on its implementation. Currently, we have provisions for Multidisciplinary Courses (MDC). These subjects are part of curricula designed to provide students with exposure to disciplines outside their core area of study. They aim to encourage a broader understanding of various fields, foster critical thinking, and develop a more holistic educational perspective. A science student might take an MDC subject in literature or history to explore the arts. Along with MDCs, our institution is offering a Skill Enhancement Course (SEC) course that provides students with practical skills, hands-on training, and soft skills to improve their employability. The SEC courses are available in a variety of Multidisciplinary and Interdisciplinary courses that can be chosen from a pool of courses. The college additionally offers new add-on courses to enhance the knowledge of the students and make them more skilled to suit modern market requirements. The institution also has an active Micro Research Cell promoting interdisciplinary research and multidisciplinary research projects to the faculties and students as well.

16.Academic bank of credits (ABC):

The National Academic Depository (NAD) is an initiative under the Digital India Programme by the Government of India. It provides a secure, online platform for storing, verifying, and retrieving academic awards such as certificates, diplomas, and degrees. Since the institution has a well-established digital ecosystem, implementing the academic bank of credits, the digital repository of credits earned by the students, is expected to be smooth and hassle-free. Meanwhile, the students are given proper information about the meaning and purpose of the ABC, through a series of seminars on NEP 2020. From the year 2023-2024, the maintenance of the academic bank of credit has been made compulsory by the affiliating University (CBPBU) and the institution as well.

17.Skill development:

Cooch Behar College is already envisioned the importance of skill development and a few measures are already being taken at the

campus. The College also encouraged the students and faculty members to participate in various events, short-term courses, and industrial visits for the improvement of academic excellence. Being located at a remote area, the students sometimes need to improve their soft skills. The College has already started a course on spoken English and personality development available for all the students after college hours. NEP encourages moving away from the conventional content-heavy and routine learning practice towards holistic learning and Cooch Behar College is ready to accept all the challenges for the betterment of society and our nation. Cooch Behar College offers the Skill Enhancement Courses (SEC) as implemented by affiliated university CBPBU in tune with NEP2020 have been introduced as an integral part of higher education curricula to equip students with practical skills and competencies aligned with their career goals and industry demands. These courses aim to bridge the gap between academic learning and employability by fostering skill-based education. The new NEP curriculum also integrates the internship as a compulsory part of the syllabus. Apart from the usual curriculum Cooch Behar College also signed a MoU with the private Institute AVLON offering courses like Hotel Management, Hospitality and Aviation degree along with BBA Course. A large number of lectures and workshops on diverse areas are organized for students to enhance their conceptual base of subjects studied while also enhancing skills and developing new skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our institution is deeply committed to promote Indian traditions and culture among students. This dedication is reflected in our Vision Statement, which includes the profound Upanishadic sloka, "Tamaso Ma Jyotirgamaya"—"From darkness, lead me to light," where darkness signifies ignorance and light symbolizes wisdom. Aligning with the New Education Policy (NEP) 2020, which emphasizes integrating Indian Knowledge Systems and cultural values into education, the college introduced Certificate and Diploma Courses in Non-Formal Sanskrit Education in 2016. These courses are offered as a subcentre under Cooch Behar Panchanan Barma University in collaboration with the Central Sanskrit University (formerly Rashtriya Sanskrit Sansthan). The new curriculum of our affiliating university includes SEC courses like Bhawaiya, Theatre (Natya Bishoyok Karmashala), Folk and Creative Dance, etc. which promotes the integration of the Indian Knowledge system in the curriculum. Apart from that various internship courses in Indian Art, Music, and Performing Arts,

Sanskrit and Manuscript Studies, Indian Philosophy and Ethics, etc are also conducted by the various departments. The college has several language departments namely Sanskrit, Bengali, and English which along with History Philosophy have modules that emphasize on language, culture, and traditions of our country like Vedas and Upanishads as well as Indian mythology. College administration also encourages the students to observe the Holi, the festival of Colours, in the name of 'Basant Utsav'. The Institute arranges Saraswati Puja, the Holy Goddess Vidya. Besides this, we also celebrate Rakhi Utsav in our Institution to ensure harmony among the Students, Teachers, and Non-teaching Staff of the College.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

In the modern educational landscape, the focus has shifted from traditional rote learning to Outcome-Based Education (OBE), where the emphasis is on measurable skills, competencies, and real-world applications. Internships and Skill Enhancement Courses (SEC) play a crucial role in this framework by ensuring that students not only acquire theoretical knowledge but also develop practical skills, problem-solving abilities, and industry readiness. The National Education Policy (NEP) 2020 promotes these initiatives as essential components of higher education, ensuring students are equipped for the challenges of the professional world. Skill Enhancement Courses (SEC) is being offered by our college to impart specialized training in various domains, aligning education with industry needs. These courses allow students to explore skills beyond their core academic subjects, such as digital marketing, financial literacy, data analysis, and communication skills. SEC courses promote holistic learning by fostering soft skills, critical thinking, and leadership abilities, making students more adaptable to dynamic professional environments. Many SEC courses also integrate Indian Knowledge Systems (IKS), promoting cultural awareness and traditional wisdom, as emphasized in NEP 2020. Both internships and SEC courses significantly enhance employability by bridging the gap between academic learning and industry requirements.

20.Distance education/online education:

The college has been running a Study Centre of 'Netaji Subhas Open University' since 1999 which offers quality education through Distance Mode in UG and PG courses. This State Open University is Accredited by NAAC with grade 'A' w.e.f. October, 2024 and duly accorded with section 12B status by UGC. The college is preparing given the NEP 2020 to offer Vocational

Courses through ODL (Open Distance Learning) mode in due course of time. The Vocational Courses that are relevant to the students of this area have been taken into consideration and the college is already mapping out the linkages between the demands of the industry and the supply of vocational courses so that skills can align according to the jobs available. Modern education systems require knowledge in multidisciplines apart from the main area of study or degree. To address this dimension of the New Education Policy the Department of Commerce and Management BBA of the college has proposed through the IQAC Cell of the college to introduce five Vocational Online Skill Certificate Courses in collaboration with the Banking, Financial Services, and Insurance Sector Skill Council of India (BFSISSC). The Cooch Behar College responded promptly after the initial setback due to the lockdown and arranged 3 faculty development programs in July 2020, to train its faculties and support staff so that they can adopt the shift in paradigm in the traditional Teaching Learning System. Cooch Behar College was a pioneer in this aspect in the whole of North Bengal. It also included the faculties of other colleges in the region. In this way, the college rejuvenated the academic process of the Teaching Learning System. In these ways the college

Extended Profile

1.Programme

1.1

32

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

4758

Number of students during the year

File Description	Documents
Data Template	View File

2.2

3499

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	1331
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	75
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	75
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	125.78409
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	140
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS**

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

During the year 2023-24 the affiliating university adopted New Education Policy 2020 based National Credit Curriculum Framework as recommended by the Higher Education Council Govt. of West Bengal. The Four Years Graduation system had been introduced from the current academic year. The curricula of the respective subjects and the regulations for examination and evaluation system had been thoroughly revised in line with the State Govt. Guidelines.

The College ensures the achievement of the stated objectives in the following ways: The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the Notice Board & College Website. Syllabus of each subject for the academic session is provided to the students. The faculties maintain a personal diary for effective academic planning, implementation and review of the curriculum. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in students' & Professors' Notice Board & College website.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=11&Itemid=0

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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. The academic calendar is utilized as the broad framework to maintain

the Teaching Learning hours, continuous evaluation, internal evaluation and other college programs. However, minor adjustments are made in the academic calendar based on the timelines of the semester examinations of the affiliated university. The Academic calendar is duly communicated to the students through official website.

During the year 2023-2024 the college introduced centralized Test Examination for the students of 3rd and 5th Semester students in addition to the continuous class tests taken by the respective departments.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://coochbeharcollge.ac.in/index.php?option=com_content&view=article&id=13&Itemid=0

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

22

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

10

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

170

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

170

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college is mainly a UG Institution affiliated to Cooch Behar Panchanan Barma University. The PG courses presently run by college are also affiliated to the university; accordingly, the college has no autonomy to formulate the curriculum for the courses on its own. However, the college creates awareness regarding Professional Ethics, Gender, Human Values, Environment and Sustainability through different webinars, seminar, workshops etc. on various issues. Moreover, the issues like Human values, Gender, Environment, and Sustainability are addressed through the functioning of two NSS Units.

Apart from the specific major-subject centric curriculum, the multi-disciplinary and Skill based Skill enhancement courses and Internship project work had been introduced in the new NCCF framework. The college introduced SEC courses like GST Filling, Basic Computing, Basic GIS Mapping with QGIS, Theatre, Bhawaiya (Local folk song and culture), Tourism , Medicinal & Pharmaceutical Chemistry, Hospitality Management, Soft-Skill Spoken English and Indian Games from the pool of SEC subjects recommended by the University. These courses reflect the crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

30

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1943

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://coochbeharcollge.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3060

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1264

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution always makes arrangements for assessing the learning levels of the students by arranging class tests from time to time. Some departments arrange seminars for the students. During the year 16 Add-on Courses, Certificate and Diploma courses which had been initiated during the last year were also continued for the benefit of the advanced learners. among these courses certificate and diploma courses in Sanskrit Language are run to enhance the skill of communication in Sanskrit Language of the slow learners of the Department as well as the students of the adjoining colleges. Most of the departments arrange some special lectures for the students by inviting reputed Professors from other Institutions.

Besides, the teachers of this Institution are always ready to help students according to the requirements of the students. The teachers provide books, correct notes prepared by the students.

During the period when off-line classes were allowed some remedial classes were arranged for the slow learners and at the same time some other classes were arranged out side the usual framework of the class routine. Advanced learners are also taken special attention for further improvement by each of the department.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4758	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

All the laboratory-based subjects always teach the students through experimental method. Department of Commerce, BBA, BBM, Physical Education and Geography arrange study tours for the students from time to time. Moreover, Project Work and Summer Internship is also part of curriculum of Commerce, BBA and BBM under CBCS method, while under NCCF framework Internship and Practical Based Skill Enhancement Courses and Internship Projects had been made integral part of Curricula. The college introduced 13 SEC courses during the year chosen from the recommended basket of the university. All these creas provide scope of experimental learning and problem solving methodologies. Department of Political Science tries to make the students conscious about the actual functioning of the Assembly of a State or of the Parliament by participating Youth Parliament Competition, organised by the Parliamentary Affairs Department, Govt. of West Bengal. The said department also arrange study tour for the students participate in the Youth Parliament Competition.

For enhancing the learning experience of students the institute conducts various activities such as programs, certification courses and hands-on-training for experiential learning, participatory learning and problem-solving methodologies.

Moreover, the Institution provides fund for the students for carry out Small Research Project. Students, twelve in number, have completed their projects during the year 2023.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution always encourages the teachers to use ICT enabled tools for effective learning process. Fifty-eight, out of seventy-five teachers of this Institution use ICT for effective teaching with Learning Management Systems, E-learning resources etc. ICT tools and resources available in the Institution are ten in number. Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. are seven in number. Most of the teachers use e-resources as well as techniques while preparing themselves for teaching. The college also introduced Basic Computing Skill as SEC course under NCCF framework. Also Computerised Accounting, e-filling and GST filling also introduced as SEC course under NCCF framework. The college also put into use one Interactive Panel for the benefit of the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

75

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

490

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous evaluation of the enrolled students is a part of curriculum of the Cooch Behar Panchanan Barma University. There are six marks in each paper of each and every subject those are awarded through continuous evaluation. Hence there are the mechanisms, however that may differ from Department to Department, to assess the students. In addition to the part of curriculum, the teachers of the Institution arrange class tests to prepare the students for University Examinations and develop the slow learners. From the current academic session the college initiated complete test examination for the students of 3rd and 5th Semester CBCS syllabus students.

The Principal & Head of the Department conduct the meeting with the students to inform internal assessment at the beginning of the session and also monitors the internal assessment of the students have done by the Faculty members. Internal Assessment and Test examinations are conducted on semester basis twice a year before every semester. The new NCCF framework has introduced one fourth i.e. 25% weightage on attendance, project work, seminar presentation and continuous and internal evaluation, 75% weightage has been given on final university examination. The college also strictly followed the practice.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_789

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college takes very much care for maintaining quality teaching and learning. Academic sub-committee gives suggestions/ decisions on various aspect regarding quality teaching and learning through out the year on the basis of the principal's report and feed back from the students. Classtests, unit tests are taken by the teachers throughout the semester of the CBCS syllabus. After the tests, additional classes on the different special tropics are taken by the respective teachers for the weaker section of the students. So, teachers are naturally involved in the entire process of the internal examinations and evaluation sprocess. Therefore, no grievance from students at all because, entire process is very transparent.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.coochbeharcollge.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_790

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Online orientation programme on "Use of Information Communication Technology for e-content development" is a very essential programme organized by IQAC. Teaching, non teaching staff and students participated in the programme for their all round development in teaching, learning and the evaluation processes. Most of the teaching staff attendin RC and OP regularly throughout the year and enrichment in their field of knowledge which means the improvement of the quality of teaching-learning process. Faculty exchange programmes are also regular activities of our institution and students teachers both have been very much benefitted through this process. Many new ideas, dimensions come out during the faculty exchange programmes and special lectures sessions. All the programmes offered by the institutionar edeclared advance and displayed on notice boards in all departments and on website. Not only that, official what's app group and others some what'sapp groups are very much active to communicate with teaching, non-teaching staff and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://coochbeharcollegelibrary.org.in:8007/cgi-bin/koha/view.pl?p=nep-syllabus
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcomes, Programme Specific Outcomes of the Course Outcomes of the various run by the College are regularly evaluated by the institution on 3 levels. On the level of the department wherein teachers assess how far their outcomes have been accomplished, or the level of the students who assess their accomplishment of course outcomes in terms of knowledge gained and on the college level where the IQAC evaluated the accomplishment of each department on the basis of student performance. On the departmental level, attainment of course outcomes is quarterly through departmental meeting in which portions of the syllabus taught by the individual teachers are presented along with the marks and reports of tests given and viva-voce conducted on the topics taught. Apart from this, the college has a mechanism of the submission of a weekly report by teachers through which the department can keep a track of syllabus coverage and outcomes initiated.

The college authority is very much alert for smooth running of all the activities and takes care for optimum and efficient use of existing human resources. The teachers are encouraged to take part in different faculty development programmes. The Principal periodically takes special sessions to inform and guide the teachers and non-teaching staff related to admission, examination, teaching and learning seminars, different cultural programmes and different outreach programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=21&Itemid=0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

562

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

.675

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://coochbeharcollegelibrary.org.in:8007/cgi-bin/koha/view.pl?p=ins-repo

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

16

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Cooch Behar College takes a leading role in carrying out various activities in neighbouring areas in sensitizing students for their holistic development. Through various activities both the NSS units of Cooch Behar College help students develop a sense of social responsibility, leadership, and empathy. Both the NSS units carried out awareness campaigns and organized rallies on issues like cleanliness, hygiene, and conducted door to door campaigns on topics like health, sanitation, education and gender equality. These units also organised from time to time various programmes for spreading awareness about government schemes and rights of citizens, took up initiatives like cleaning school compounds and waste land situated in neighbouring areas of the college. The NSS units also organized free medical check-up camps, conducted blood donation drives and vaccination camps. These are the initiatives taken on behalf of Cooch Behar College to bridge the gap between students and the community, fostering a spirit of service and making a tangible impact on society at large.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year**1616**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****6**

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****6**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has 45(forty five) classrooms, separate 6 laboratories for Physics Department, 3 Laboratories for Chemistry Department, One Computer Laboratory each for Computer Science Department and Mathematics Department and Geography Department. The College has already established one Language Laboratory for the Department of English from RUSA 2.0 grant at an estimated cost of Rs.17,00,000. The college has 140 computers at different laboratories. During the year more than six lakhs rupees were spent for purchase of library books from RUSA 2.0 Grant. The College Budget Rs. 15078409.00 was allotted for infrastructure augmentation and enhancement of various scholarly works, out of which Rs. 12578409.00 was used. The planning of procurement and utilization of the physical, academic and support facilities like laboratory, library, computers lab, classrooms, books etc. are made through joint decision of different committees and sub-committees formed for various units.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Our institution have wonderful facilities for cultural activities like recitation, song, dance, theatre, quiz shows, debates seminar e.t.c. In our premise there are two open air theatre spaces. One is under an ancient old banian tree with a concrete stage surrounded by many trees. The performance of students and teachers there really creates organic experience. Just beside this stage we also have a big open air stage (40 ft X 40 ft) which is fully covered. There are two green rooms with toilets and proper electricity facilities. Big cultural events like college social, Fresher's welcome etc usually being organised in this partially open stage entitled Mukta Mancha. Beside these two open air spaces we have a wonderfully decorated seminar hall which can accommodate 500 spectator at a time. This seminar hall has a stage, proper

sound system and very cosy sitting arrangement. For sports and other activities our indoor and outdoor facilities are worth mentioning. We have a 90 By 80 meter Play ground with a lush green outfield surrounded by fencing. Two goal post are fixed in two sides of the play ground. During winter a cricket pitch is prepared for cricket tournaments

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://erp.coochbeharcollge.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_826
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32.57358

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our Library disseminates knowledge through our collection, services, technologies, and staff. The library provides information services to the students, faculties, and staff, through various resources like books, periodicals, open-access e-books & e-journals, online databases, and other online reading materials. Cooch Behar College Library, in general, purchases resources appropriate to the level for both U.G and P.G divisions. It is situated on the ground floor of the middle of the academic campus of the institute. It is the hub of all the institute's scholarly activities and provides comprehensive access to literary resources.

The Library was automated in the year 2016 with the LMS software developed by AIDNI INFOTECH, a local vendor. It is now upgraded using KOHA Integrated Library Management Software for the library is being installed and started functioning from the current year 2022.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://coochbeharcollegelibrary.org.in:8007/cgi-bin/koha/opac-main.pl

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs. 3.69354

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

4999

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution runs office automation software of a private software developer. A new and upgraded version of the software was introduced two years back replacing the earlier off-line version. The college has also annual maintenance contract with the agency for constant up gradation of the software to meet the changing

needs of institution. The College has also introduced ERP software of Infotech Lab from this year for total management of administrative, financial and academic activities. Moreover, the college has well developed system for continuous screening and updation of the computers through Annual Maintenance Contract. Besides the college website has been changed from .org.in to .ac.in. The agency regularly checks the computers and repair and maintain them if possible otherwise take necessary steps for ewaste management. The college also regularly updates the existing software and anti - viruses as part of internal management system. The college presently runs free wi-fi lines with 200mbps speed. These facilities had been up-graded from 100 mbps to 200 mbps speed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_838

4.3.2 - Number of Computers

140

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

125,78409

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 APART FROM THE NEW ADDITION EXISTING FACILITIES ARE MAINTAINED THROUGH ANNUAL MAINTENANCE CONTRACTS AGAINST WHICH AN AMOUNT OF RS. 12578409.00 WERE SPENT FROM COLLEGE FUND. MAINTENANCE OF BUILDING AND OTHER FACILITIES ARE MONITORED THROUGH MAINTENANCE SUB-COMMITTEE OF THE COLLEGE. DURING THE YEAR ANAMOUNT OF RS. 6435574.00 HAD BEEN SPENT FOR MAINTENANCE.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2760

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

32

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

505

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

05

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Usually the student union general secretary becomes ex-officio member of the governing body and other academic and administrative committees like academic committee, student welfare committee etc. As per the prevailing system other student representatives act as separate Games Secretary, Cultural Secretary, Students Welfare Secretary, Girls' Common Room Secretary, who becomes the ex-officio members of the respective sub committees of the college. However, during the session 2023-24, no student election was held in West Bengal. Hence there was no elected general secretary of the student union and as a result the posts were

vacant in the respective bodies.

However, during the year 2023-24, the college organised Annual Sports, Freshers' Welcome programme, Annual Cultural Programme in collaboration with the nominated representatives of the students.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=37&Itemid=0
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni association fosters the relationship between the alumni and alma mater. It bridges the widening gap between the former students and the institute to keep them in touch with the present growth, development and also the challenges before the institute. At the same time, its role in organizing socio-cultural, educational and some other kinds of events in the college premises strengthen its relation with the institute with the passing off of

each day. The Alumni association of our college was officially formed in the year 2003 with a purpose to have a say in certain matters of our outgoing students to better the quality enhancement process of the institution.

Actually, the association strives to remain adjunct to the college and society to transmute the best on both the sides. Alumni Association Contribution to the Institution The association normally endeavors to formulate the student welfare scheme to benefit the needy students who come from lower economical groups. The association has very positive suggestions for NSS-based activities to illustrate its social relevance.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_870
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The empowered team of the college involves Principal, convenor of different committees, teaching staff, IQAC committee, non teaching and supporting staff, student representative, alumni and other necessary stakeholders. The Principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of policies, rules and action plans of the college. There are various committees to support the vision and mission of the college. All the committees shoulder their responsibility for the plans and activities and successfully fulfill these responsibilities in each and every academic session. In order to enhance and for better academic performance, meetings with HODs and faculty members of various departments is

periodically done. The perspective plans are implemented by the Principal through the Finance committee headed by him. It deals with the finance received for the various grants and the amount received from other sources for overall development and maintenance of the college. The financial requirements are proposed by various departments and the Principal and in some cases through Governing Body approves it.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=6&Itemid=0
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College follows the policy of decentralization and participatory management. The Governing Body delegates all the academic and extra-academic decisions based on policy to the various committees of college headed by the Principal. The different Committees formulate common working procedures and entrust the implementation through departments. The departmental head manages the day to day activities of the department and keeps a track of co-curricular and extra-curricular activities in the College. Other units of the college like Sports, Cultural, Library etc. have operational autonomy under the guidance of the various committees/associations and students are actively involved from various departments in the decision-taking process. . In order to enhance and for better academic performance, meetings with HODs and faculty members of various departments is periodically done. The perspective plans are implemented by the Principal through the Finance committee headed by him. It deals with the finance received for the various grants and the amount received from other sources for overall development and maintenance of the college. The financial requirements are proposed by various departments and the Principal and in some cases through Governing Body approves it.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/Geography.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college management or Governing Body gives enough liberal freedom and tractability to the Principal together with the departmental committees to lead and regulate all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in all the departments and it is commendably supervised by the Principal and the heads of the various departments. They invite suggestions from all teachers of different departments to study the impulses of the institute in general and take steps for further improvements as far as they are within the capacity and recommend the diverse measures and management for modifications. The following strategies are adopted by the institution to monitor and evaluate policies:

- Regular meetings of the different committees.
- The feedback system (Regular feedback from Stakeholders, Alumni Members, Staff and Students).
- Regular visits of the Principal to the departments and interaction with heads of the departments.
- Heads of the departments monitor the system of each department regularly.
- Annual Evaluation and Presentation by each Department and Program Committee Coordinators regarding their activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Principal is the Secretary of the Governing Body. The Governing Body is responsible for policy making and verifying the reports through the honourable members of the Governing Body. The decision making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC Cell, Anti[1]ragging Cell etc., as per the university/government guidelines are also included in the organizational structure of the institution. Different committees comprising faculty members and even non[1]teaching staff are involved in the planning and implementation, academic assessment and evaluation. There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomy of departmental system and participative decision making process are in practice.

The institution strictly follows the service rules according to the state government norms. The institution runs for 11hours. The teachers and non-teaching staff have the benefits of PF, EPF, Casual Leaves, Earned Leaves, Medical Leaves, Child Care Leave and Maternity leaves etc., Local recruitment takes place according to the norms of the University and a body comprising Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=6&Itemid=0
Link to Organogram of the Institution webpage	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=7&Itemid=0
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college have a "Cooch Behar College Credit Co-operative Society" This Co-operative was established 1990 All the permanent members are the members of the Co-operative Society. During the year State Approved College Teachers are also included in the co[1]operative. The Co-operative gives short terms and medium term loan to the members. The borrowing rate of interest is only 9% which are less in compared to the Banks. Any member can take the benefit of it without any hazards instantly. The entire teaching and non[1]teaching community have been benefitted of the welfare scheme has been successfully running since its inception. Moreover, the college also introduced EPF and ESI facility for the temporary Teaching and non-teaching employees of the college, so that they can avail the benefit of loan and pension under those schemes of The Government of India. This was done in recommendation of the IQAC cell for the benefit of staff of the institute. The college placed two napkin vending machines for providing sanitary napkin to the women staff, faculties and girls students.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=10&Itemid=0
Upload any additional information	View File

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

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

14

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

31

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has formal means used for assessing the performance of the teaching and non-teaching staff of the College. The formal mechanisms for the performance assessment of the faculty are API (Academic Performance Indicator) report and feedback from students and peers. Firstly, the college instructs each and every teaching faculty to submit his/her API (Academic Performance Indicator) reports indicating the work load, participation in various seminars, conference workshop and symposia and involvement in co-curricular, extra -curricular and extension activities. Secondly, our College takes feedback from students regarding performance of individual teacher on various aspects. The feedback form has a well-defined set of questions that help the students to evaluate the teaching capacity and define how far the teacher has succeeded in reaching out to the students. These practices enable our faculty member to particularize their plans for effective teaching process. Better performances in different fields of academic and college activities are felicitated by the college for encouragement of the staff.

The college has a best practice to felicitate the teaching faculties for their academic achievements and also award conferred to best performers among the non teaching staff.

File Description	Documents
Paste link for additional information	https://coochbeharcollge.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 the utilization certificates of all the payments under Govt and non-Govt. Grants are submitted after partial audit from external auditor. During the year West Bengal Higher Education Department conducted.

As per the regulation of the government of West Bengal overall financial statement of the college is audited by the external auditor appointed by the director of public instruction, Govt. Of west Bengal.

Any audit observation are addressed through Governing Body meeting and also through the respective committees as per the nature of the audit observation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has an internal administrative & financial affairs coordinating and monitoring mechanism through Finance Committee, Internal Audit Committee and Purchase & Tender Committee. The committees have their own power and functions. Apart from that audit work is done by independent C.A. firm appointed by the Directorate of Public Institution, Govt. of West Bengal. The financial resources available from Govt. Grants are monitored through Specific Committee for that purpose. Entire project are planned and monitored by the committee Proper accounts are maintained by college through cash book, ledger and voucher file. Major payments are released with prior approval of the Finance Committee All the collections are deposited in the Bank. Only duly authorized persons can operate through the bank. All expenditure recurring and nonrecurring are incurred through checks. All such type of actions is reported to the Governing Body for approval. Construction works under govt. grants are executed by the Government Department, while constructions under college funds are monitored by the Construction Committee by appointing an Engineer as Supervisor of the work.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_893
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. District Level State sponsored workshop on Hands on Training on

NAAC methodology and preparation. The IQAC organized the Workshop with Grant support and Approval of The Directorate of Public Instructions, Govt. of West Bengal in order to provide hands on training on NAAC Accreditation Methodology and to all the colleges of the district of Coochbehar.

2. Formation of Research and Development Cell. The IQAC, formed the Research & Development Cell for effective delivery and framing and control of the internship projects.

3. Infrastructural arrangement for Introduction of NEP 2020 as per state guidelines from the Academic session 2023 - 2024. The IQAC took comprehensive approach to create infrastructure for the new framework. IQAC initiated 6 MOU for running of the new system.

4. Introduction of 29 Internship Courses under NEP- 2020 for skill development of the students. The IQAC called for submission of proposal for Internship projects from various departments. Finally, the R & D cell adopted 29 proposals of Internship projects for the Academic Session 2023- 24.

5. NIRF ranking Participation by the institution from academic year 2022 -23. IQAC took active initiative for this purpose.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_895
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college authority has a review mechanism of its Teaching Learning process and methodologies of operations and learning outcomes at regular intervals in the following ways:

1. The Teachers Council and Academic Committee meetings are conducted one in pre-session period of every semester, and one in the end session period. The suggestions of IQAC cell are considered at the meeting for effective implementation of the suggestions and for better Teaching Learning system for the ensuing session.

2. During the mid of the session the progress of the teaching learning processes are reviewed at the departmental meeting of respective departments.

3. During the year the NCCF framework has been introduced. The IQAC Cell took active part in formulation of curriculum and regulations for the new framework. Also built infrastructure for NEP 2020.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_896
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=45&Itemid=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute runs Career Oriented Course with three different programme of Certificate, diploma and Advance Diploma on Women Studies to create awareness among the students on gender equity and encourage research on the field. The cell regularly organizes Seminar workshops etc. on this field.

Moreover, the college encourages the girl students to participate in different programs and include them almost on equal basis in different sub-committee. Also Lady Faculties are encouraged to participate in different committees of the college.

International Womens' Day is observed along with encouraging the girls students through group and personal interactions are also taken care off.

The college has separate common room for girl students for their refreshment and cleaning during college hours. The Lady teachers and girl students have separate washroom for their use. To ensure safety of the girls students the college has Internal Complaints Committee for addressing any issues relating to the issue. The college has provided two Napkin Vending Machines for the benefit of the students and female faculties and staff. One such machine had been placed at the Ladies Toilet at the Staff Common Room and the other one has been placed at the Girls' Common Room.

File Description	Documents
Annual gender sensitization action plan	https://erp.coochbeharcollge.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_900
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://erp.coochbeharcollge.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_900

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid Waste Management:**

The Institution had placed waste collection bin at every convenient locations of the college to keep the campus clean and green. The campus has a well maintained garden. The NSS Units of the college periodically cleans the campus and garden to maintain green and clean campus. Though, the college does not have Solid Waste Management system in proper sense.

- **Liquid waste management:**

The College has separate lavatory for girls students and boys students, which are regularly cleaned by the cleaning staff. Though, the college does not have Liquid Waste Management system in proper sense.

- **Biomedical waste management:**

The college is a general degree college, and hence does not create Bio-Medical Wastes.

- **E-waste management:**

The institution has AMC contract with outside agency for maintenance of computers and accessories. The agency regularly checks the computers and identifies the rejected machines and arrange for proper outlay of e-waste created during the period.

- **Waste recycling system:**

The college does not have Waste Recycling System in proper sense. However, the volunteers of NSS units periodically maintains waste cleaning process.

- **Hazardous chemicals and radioactive waste management:**

The college generally does not create Hazardous chemicals and Radio-active Wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_902
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

Our Institution keeps constant vigil on the maintenance of zero ragging campus. No incident of ragging has been registered during the last 10 years.

The Institution always maintains an environment of communal harmony. No incident that may disturb the communal harmony has been occurred within the college premises. Moreover, there are many incidents where students from all type of communities take part in the occasion of Saraswathi Puja, and other events with a complete participative attitude.

The Institutional ways makes an endeavor to uphold the culture of the local region. During the cultural programmes, the Institution always tries to give the opportunities to many local performers to perform.

Skill based Skill enhancement courses and Internship project work had been introduced in the new NCCF framework. Theatre, Bhawaiya (Local folk song and culture), Tourism , Medicinal & Pharmaceutical Chemistry, Indian Games from the pool of SEC subjects recommended by the University. These courses reflect the crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

The Institution organized one special lecture program on Jagadguru Shri Shankaracharya Vyakhyanamala sponsored by Bharatiya Bhasha Samiti, Ministry of Education , Govt. of Education on 29th March, 2024.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Department of Political Science on behalf of the College has observe National Constitution Day on 26th November every year to promote values, rights, duties and responsibilities of the citizens on 26th of Besides, the above said Department also has

organized an online programme to celebrate the 75 th Independence Day of India. The objective of this programme was also to make the students as well as teachers and other staffs conscious about their constitutional obligations as a citizen of India.

The NSS unit of the college also organised Voters Awareness Camp for creation of awareness about the constitutional obligations: values, rights, duties and responsibilities of citizens among the young voters and students on 5th March 2024. Moreover, the students of the Department of Political Science regularly take part in Youth Parliament Competition at the district and State level.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events

and festivals

The Institution always celebrates/observes all the days mentioned below:

- 1.Birthday of Swami Vivekananda (12/01)
- 2.Birthday of Netaji Subhas Chandra Bose (23/01)
- 3.Republic Day (26/01)
- 4.Birthday of Monishi Panchanan Barma (14/02)
- 5.International Women's Day (08/03)
- 6.Basanta Utsav (Holi)
- 7.Birthday of Dr. B.R.Ambedkar (14/04)
- 8.Birthday of Rabindra nath Tagore (09/05)
- 9.World Environment Day (05/06)
- 10.International Yoga Day (21/06)
- 11.Independence Day (15/08)
- 12.Sanskrit Week (Three days before and three days after Raksha Bandhan)
- 13.Raksha Bandhan as well as Sanskrit Day
- 14.National Sports Day (29/08)
- 15.Foundation Day of the College (16/11)
- 16.Constitution Day (26/11)

Apart from that the college also organized one special lecture program on Jagadguru Shri Shankaracharya Vyakhyanamala sponsored by Bharatiya Bhasha Samiti, Ministry of Education , Govt. of Education on 29th March, 2024.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices I

Title of the practice

Felicitation of Students and Teachers for excellence.

- 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.

Best Practice - II

Title of the practice

Fee Scholarships for Students from College Fund

- 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.

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.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

COOCH BEHAR COLLEGE IS ONLY ONE COLLEGE IN THE DISTRICT OF COOCH BEHAR WHICH IS PROVIDING EDUCATION OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT THE COLLEGE HAS INTRODUCED PG COURSES IN GEOGRAPHY SINCE 2018-19 AND PG IN ENGLISH FROM THE YEAR 2019-20. THE COLLEGE IS ONLY ONE DISTICTIVE INSTITUTE IN THE DISTRICT TO OFFER PHYSICAL EDUCATION AS DSC SUBJECT IN UG COURSE. ALSO IT IS THE ONLY INSTITUTE TO OPEN GEO-INFORMATICS CERTIFICATES AND DIPLOMA COURSES WITH THE PERMISSION OF UGC AS PART OF SKILL DEVELOPMENT INITIATIVE OF THE GOVERNMENT OF INDIA UNDER NEW EDUCATION POLICY. SUCH A VARIETY OF SUBJECT COMBINATIONS PROVIDE DISTICTIVENESS TO THE INSTITUTE IN THE DISTRICT.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

During the year 2023-24 the affiliating university adopted New Education Policy 2020 based National Credit Curriculum Framework as recommended by the Higher Education Council Govt. of West Bengal. The Four Years Graduation system had been introduced from the current academic year. The curricula of the respective subjects and the regulations for examination and evaluation system had been thoroughly revised in line with the State Govt. Guidelines.

The College ensures the achievement of the stated objectives in the following ways: The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the Notice Board & College Website. Syllabus of each subject for the academic session is provided to the students. The faculties maintain a personal diary for effective academic planning, implementation and review of the curriculum. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in students' & Professors' Notice Board & College website.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=11&Itemid=0

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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. The academic calendar is utilized as the broad framework to maintain the Teaching Learning hours, continuous evaluation, internal evaluation and other college programs. However, minor adjustments are made in the academic calendar based on the timelines of the semester examinations of the affiliated university. The Academic calendar is duly communicated to the students through official website.

During the year 2023-2024 the college introduced centralized Test Examination for the students of 3rd and 5th Semester students in addition to the continuous class tests taken by the respective departments.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=13&Itemid=0

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
22	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
10	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
170	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
170	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college is mainly a UG Institution affiliated to Cooch Behar Panchanan Barma University. The PG courses presently run by college are also affiliated to the university; accordingly, the college has no autonomy to formulate the curriculum for the courses on its own. However, the college creates awareness regarding Professional Ethics, Gender, Human Values, Environment and Sustainability through different webinars, seminar, workshops etc. on various issues. Moreover, the issues like Human values, Gender, Environment, and Sustainability are addressed through the functioning of two NSS Units.

Apart from the specific major-subject centric curriculum, the multi-disciplinary and Skill based Skill enhancement courses and Internship project work had been introduced in the new NCCF framework. The college introduced SEC courses like GST Filling, Basic Computing, Basic GIS Mapping with QGIS, Theatre, Bhawaiya (Local folk song and culture), Tourism , Medicinal & Pharmaceutical Chemistry, Hospitality Management, Soft-Skill Spoken English and Indian Games from the pool of SEC subjects recommended by the University. These courses reflect the crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year**30**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**1943**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://coochbeharcollge.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3060

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1264

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution always makes arrangements for assessing the learning levels of the students by arranging class tests from time to time. Some departments arrange seminars for the students. During the year 16 Add-on Courses, Certificate and Diploma courses which had been initiated during the last year were also continued for the benefit of the advanced learners. among these courses certificate and diploma courses in Sanskrit Language are run to enhance the skill of communication in Sanskrit Language of the slow learners of the Department as well as the students of the adjoining colleges. Most of the departments arrange some special lectures for the students by inviting reputed Professors from other Institutions.

Besides, the teachers of this Institution are always ready to help students according to the requirements of the students. The teachers provide books, correct notes prepared by the students.

During the period when off-line classes were allowed some remedial classes were arranged for the slow learners and at the same time some other classes were arranged outside the usual framework of the class routine. Advanced learners are also taken special attention for further improvement by each of the department.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4758	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

All the laboratory-based subjects always teach the students through experimental method. Department of Commerce, BBA, BBM, Physical Education and Geography arrange study tours for the students from time to time. Moreover, Project Work and Summer Internship is also part of curriculum of Commerce, BBA and BBM under CBCS method, while under NCCF framework Internship and Practical Based Skill Enhancement Courses and Internship Projects had been made integral part of Curricula. The college introduced 13 SEC courses during the year chosen from the recommended basket of the university. All these creas provide scope of experimental learning and problem solving methodologies. Department of Political Science tries to make the students conscious about the actual functioning of the Assembly of a State or of the Parliament by participating Youth Parliament Competition, organised by the Parliamentary Affairs Department, Govt. of West Bengal. The said department also arrange study tour for the students participate in the Youth Parliament Competition.

For enhancing the learning experience of students the institute conducts various activities such as programs, certification courses and hands-on-training for experiential learning, participatory learning and problem-solving methodologies.

Moreover, the Institution provides fund for the students for carry out Small Research Project. Students, twelve in number, have completed their projects during the year 2023.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution always encourages the teachers to use ICT enabled tools for effective learning process. Fifty-eight, out of seventy-five teachers of this Institution use ICT for effective teaching with Learning Management Systems, E-learning resources etc. ICT tools and resources available in the Institution are ten in number. Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. are seven in number. Most of the teachers use e-resources as well as techniques while preparing themselves for teaching. The college also introduced Basic Computing Skill as SEC course under NCCF framework. Also Computerised Accounting, e-filling and GST filling also introduced as SEC course under NCCF framework. The college also put into use one Interactive Panel for the benefit of the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

75

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

490

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous evaluation of the enrolled students is a part of curriculum of the Cooch Behar Panchanan Barma University. There are six marks in each paper of each and every subject those are awarded through continuous evaluation. Hence there are the mechanisms, however that may differ from Department to Department, to assess the students. In addition to the part of curriculum, the teachers of the Institution arrange class tests to prepare the students for University Examinations and develop the slow learners. From the current academic session the college initiated complete test examination for the students of 3rd and 5th Semester CBCS syllabus students.

The Principal & Head of the Department conduct the meeting with the students to inform internal assessment at the beginning of the session and also monitors the internal assessment of the students have done by the Faculty members. Internal Assessment and Test examinations are conducted on semester basis twice a year before every semester. The new NCCF framework has introduced one fourth i.e. 25% weightage on attendance, project work, seminar presentation and continuous and internal evaluation, 75% weightage has been given on final university examination. The college also strictly followed the practice.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_789

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college takes very much care for maintaining quality teaching and learning. Academic sub-committee gives suggestions/ decisions on various aspect regarding quality teaching and learning through out the year on the basis of the principal's report and feed back from the students. Classtests, unit tests are taken by the teachers throughout the semester of the CBCS syllabus. After the tests, additional classes on the different special tropics are taken by the respective teachers for the weaker section of the students. So, teachers are naturally involved in the entire process of the internal examinations and evaluation sprocess. Therefore, no grievance from students at all because, entire process is very transparent.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_790

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Online orientation programme on "Use of Information Communication Technology for e-content development" is a very essential programme organized by IQAC. Teaching, non teaching staff and students participated in the programme for their all round development in teaching, learning and the evaluation processes. Most of the teaching staff attendin RC and OP regularly throughout the year and enrichment in their field of knowledge which means the improvement of the quality of teaching-learning process.Faculty exchange programmes are also

regular activities of our institution and students teachers both have been very much benefitted through this process. Many new ideas, dimensions come out during the faculty exchange programmes and special lectures sessions. All the programmes offered by the institution are declared advance and displayed on notice boards in all departments and on website. Not only that, official WhatsApp group and others some WhatsApp groups are very much active to communicate with teaching, non-teaching staff and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://coochbeharcollegelibrary.org.in:8007/cgi-bin/koha/view.pl?p=nep-syllabus
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcomes, Programme Specific Outcomes of the Course Outcomes of the various run by the College are regularly evaluated by the institution on 3 levels. On the level of the department wherein teachers assess how far their outcomes have been accomplished, or the level of the students who assess their accomplishment of course outcomes in terms of knowledge gained and on the college level where the IQAC evaluated the accomplishment of each department on the basis of student performance. On the departmental level, attainment of course outcomes is quarterly through departmental meeting in which portions of the syllabus taught by the individual teachers are presented along with the marks and reports of tests given and viva-voce conducted on the topics taught. Apart from this, the college has a mechanism of the submission of a weekly report by teachers through which the department can keep a track of syllabus coverage and outcomes initiated.

The college authority is very much alert for smooth running of all the activities and takes care for optimum and efficient use of existing human resources. The teachers are encouraged to take part in different faculty development programmes. The Principal periodically takes special sessions to inform and guide the teachers and non-teaching staff related to admission,

examination, teaching and learning seminars, different cultural programmes and different outreach programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=21&Itemid=0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

562

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

.675

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://coochbeharcollegelibrary.org.in:8007/cgi-bin/koha/view.pl?p=ins-repo

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

16

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

Cooch Behar College takes a leading role in carrying out various activities in neighbouring areas in sensitizing students for their holistic development. Through various activities both the NSS units of Cooch Behar College help students develop a sense of social responsibility, leadership, and empathy. Both the NSS units carried out awareness campaigns and organized rallies on issues like cleanliness, hygiene, and conducted door to door campaigns on topics like health, sanitation, education and gender equality. These units also organised from time to time various programmes for spreading awareness about government schemes and rights of

citizens, took up initiatives like cleaning school compounds and waste land situated in neighbouring areas of the college. The NSS units also organized free medical check-up camps, conducted blood donation drives and vaccination camps. These are the initiatives taken on behalf of Cooch Behar College to bridge the gap between students and the community, fostering a spirit of service and making a tangible impact on society at large.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1616

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has 45(forty five) classrooms, separate 6 laboratories for Physics Department, 3 Laboratories for Chemistry Department, One Computer Laboratory each for Computer Science Department and Mathematics Department and Geography Department. The College has already established one Language Laboratory for the Department of English from RUSA 2.0 grant at an estimated cost of Rs.17,00,000. The college has 140 computers at different laboratories. During the year more than six lakhs rupees were spent for purchase of library books from RUSA 2.0 Grant. The College Budget Rs. 15078409.00 was allotted for infrastructure augmentation and enhancement of various scholarly works, out of which Rs. 12578409.00 was used. The planning of procurement and utilization of the physical, academic and support facilities like laboratory, library, computers lab, classrooms, books etc. are made through joint decision of different committees and sub-committees formed for various units.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Our institution have wonderful facilities for cultural activities like recitation, song, dance, theatre, quiz shows, debates seminar e.t.c. In our premise there are two open air theatre spaces. One is under an ancient old banian tree with a concrete stage surrounded by many trees. The performance of students and teachers there really creates organic experience. Just beside this stage we also have a big open air stage (40 ft X 40 ft) which is fully covered. There are two green rooms with toilets and proper electricity facilities. Big cultural events like college social, Fresher's welcome etc usually being organised in this partially open stage entitled Mukta Mancha. Beside these two open air spaces we have a wonderfully decorated seminar hall which can accommodate 500 spectator at a time. This seminar hall has a stage, proper sound system and very cosy sitting arrangement. For sports and other activities our indoor and outdoor facilities are worth mentioning. We have a 90 By 80 meter Play ground with a lush green outfield surrounded by fencing. Two goal post are fixed in two sides of the play ground. During winter a cricket pitch is prepared for cricket tournaments

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_826
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32.57358

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our Library disseminates knowledge through our collection, services, technologies, and staff. The library provides information services to the students, faculties, and staff, through various resources like books, periodicals, open-access e-books & e-journals, online databases, and other online reading materials. Cooch Behar College Library, in general, purchases resources appropriate to the level for both U.G and P.G divisions. It is situated on the ground floor of the middle of the academic campus of the institute. It is the hub of all the institute's scholarly activities and provides comprehensive access to literary resources.

The Library was automated in the year 2016 with the LMS software developed by AIDNI INFOTECH, a local vendor. It is now upgraded using KOHA Integrated Library Management Software for the library is being installed and started functioning from the current year 2022.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://coochbeharcollegelibrary.org.in:8007/cgi-bin/koha/opac-main.pl

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs. 3.69354

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

4999

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution runs office automation software of a private software developer. A new and upgraded version of the software was introduced two years back replacing the earlier off-line version. The college has also annual maintenance contract with the agency for constant up gradation of the software to meet the changing needs of institution. The College has also introduced ERP software of Infotech Lab from this year for total management of administrative, financial and academic activities. Moreover, the college has well developed system for continuous screening and updation of the computers through Annual Maintenance Contract. Besides the college website has been changed from .org.in to .ac.in. The agency regularly checks the computers and repair and maintain them if possible otherwise take necessary steps for ewaste management. The college also regularly updates the existing software and anti - viruses as part of internal management system. The college presently runs free wi-fi lines with 200mbps speed. These facilities had been up-graded from 100 mbps to 200 mbps speed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_838

4.3.2 - Number of Computers

140

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

125,78409

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 APART FROM THE NEW ADDITION EXISTING FACILITIES ARE MAINTAINED THROUGH ANNUAL MAINTENANCE CONTRACTS AGAINST WHICH AN AMOUNT OF RS. 12578409.00 WERE SPENT FROM COLLEGE FUND. MAINTENANCE OF BUILDING AND OTHER FACILITIES ARE MONITORED THROUGH MAINTENANCE SUB-COMMITTEE OF THE COLLEGE. DURING THE YEAR ANAMOUNT OF RS. 6435574.00 HAD BEEN SPENT FOR MAINTENANCE.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2760

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

32

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

505

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

05

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Usually the student union general secretary becomes ex-officio member of the governing body and other academic and administrative committees like academic committee, student welfare committee etc. As per the prevailing system other student representatives act as separate Games Secretary, Cultural Secretary, Students Welfare Secretary, Girls' Common Room Secretary, who becomes the ex-officio members of the respective sub committees of the college. However, during the session 2023-24, no student election was held in West Bengal. Hence there was no elected general secretary of the student union and as a result the posts were vacant in the respective bodies.

However, during the year 2023-24, the college organised Annual Sports, Freshers' Welcome programme, Annual Cultural Programme in collaboration with the nominated representatives of the students.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=37&Itemid=0
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni association fosters the relationship between the alumni and alma mater. It bridges the widening gap between the former students and the institute to keep them in touch with the present growth, development and also the challenges before the institute. At the same time, its role in organizing socio-cultural, educational and some other kinds of events in the college premises strengthen its relation with the institute with the passing off of each day. The Alumni association of our college was officially formed in the year 2003 with a purpose to have a say in certain matters of our outgoing students to better the quality enhancement process of the institution.

Actually, the association strives to remain adjunct to the college and society to transmute the best on both the sides. Alumni Association Contribution to the Institution The association normally endeavors to formulate the student welfare scheme to benefit the needy students who come from lower economical groups. The association has very positive suggestions for NSS-based activities to illustrate its social relevance.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_870
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The empowered team of the college involves Principal, convenor of different committees, teaching staff, IQAC committee, non teaching and supporting staff, student representative, alumni and other necessary stakeholders. The Principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of policies, rules and action plans of the college. There are various committees to support the vision and mission of the college. All the committees shoulder their responsibility for the plans and activities and successfully fulfill these responsibilities in each and every academic session. In order to enhance and for better academic performance, meetings with HODs and faculty members of various departments is periodically done. The perspective plans are implemented by the Principal through the Finance committee headed by him. It deals with the finance received for the various grants and the amount received from other sources for overall development and maintenance of the college. The financial requirements are proposed by various departments and the Principal and in some cases through Governing Body approves it.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=6&Itemid=0
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College follows the policy of decentralization and participatory management. The Governing Body delegates all the academic and extra-academic decisions based on policy to the various committees of college headed by the Principal. The different Committees formulate common working procedures and entrust the implementation through departments. The departmental head manages the day to day activities of the department and keeps a track of co-curricular and extra-curricular activities in the College. Other units of the college like Sports, Cultural, Library etc. have operational autonomy under the guidance of the various committees/associations and students are actively involved from various departments in the decision-taking process. . In order to enhance and for better academic performance, meetings with HODs and faculty members of various departments is periodically done. The perspective plans are implemented by the Principal through the Finance committee headed by him. It deals with the finance received for the various grants and the amount received from other sources for overall development and maintenance of the college. The financial requirements are proposed by various departments and the Principal and in some cases through Governing Body approves it.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/Geography.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college management or Governing Body gives enough liberal freedom and tractability to the Principal together with the departmental committees to lead and regulate all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in all the departments and it is commendably supervised by the Principal and the heads of the various departments. They invite suggestions from all teachers of different departments to study the impulses of the institute in general and take steps for further improvements as far as they are within the capacity and recommend the diverse measures and management for modifications. The following strategies are adopted by the institution to monitor and evaluate policies:

- Regular meetings of the different committees.
- The feedback system (Regular feedback from Stakeholders, Alumni Members, Staff and Students).
- Regular visits of the Principal to the departments and interaction with heads of the departments.
- Heads of the departments monitor the system of each department regularly.
- Annual Evaluation and Presentation by each Department and Program Committee Coordinators regarding their activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Principal is the Secretary of the Governing Body. The Governing Body is responsible for policy making and verifying the reports through the honourable members of the Governing Body. The decision making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC Cell, Anti[1]ragging Cell etc., as per the university/government guidelines are also included in the organizational structure of the institution. Different committees comprising faculty members and even non[1]teaching staff are involved in the planning and implementation, academic

assessment and evaluation. There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomy of departmental system and participative decision making process are in practice.

The institution strictly follows the service rules according to the state government norms. The institution runs for 11 hours. The teachers and non-teaching staff have the benefits of PF, EPF, Casual Leaves, Earned Leaves, Medical Leaves, Child Care Leave and Maternity leaves etc., Local recruitment takes place according to the norms of the University and a body comprising Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

File Description	Documents
Paste link for additional information	https://coochbeharcollge.ac.in/index.php?option=com_content&view=article&id=6&Itemid=0
Link to Organogram of the Institution webpage	https://coochbeharcollge.ac.in/index.php?option=com_content&view=article&id=7&Itemid=0
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college have a "Cooch Behar College Credit Co-operative Society" This Co-operative was established 1990 All the permanent members are the members of the Co-operative Society. During the year State Approved College Teachers are also included in the co[1]operative. The Co-operative gives short terms and medium term loan to the members. The borrowing rate of interest is only 9% which are less in compared to the Banks. Any member can take the benefit of it without any hazards instantly. The entire teaching and non[1]teaching community have been benefitted of the welfare scheme has been successfully running since its inception. Moreover, the college also introduced EPF and ESI facility for the temporary Teaching and non-teaching employees of the college, so that they can avail the benefit of loan and pension under those schemes of The Government of India. This was done in recommendation of the IQAC cell for the benefit of staff of the institute. The college placed two napkin vending machines for providing sanitary napkin to the women staff, faculties and girls students.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=10&Itemid=0
Upload any additional information	View File

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

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

14

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

31

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has formal means used for assessing the performance of the teaching and non-teaching staff of the College. The formal mechanisms for the performance assessment of the faculty are API (Academic Performance Indicator) report and feedback from students and peers. Firstly, the college instructs each and every teaching faculty to submit his/her API (Academic Performance Indicator) reports indicating the work load, participation in various seminars, conference workshop and symposia and involvement in co-curricular, extra-curricular and extension activities. Secondly, our College takes feedback from students regarding performance of individual teacher on various aspects. The feedback form has a well-defined set of questions that help the students to evaluate the teaching capacity and define how far the teacher has succeeded in reaching out to the students. These practices enable our faculty member to particularize their plans for effective teaching process. Better performances in different fields of academic and college activities are felicitated by the college for encouragement of the staff.

The college has a best practice to felicitate the teaching faculties for their academic achievements and also award conferred to best performers among the non teaching staff.

File Description	Documents
Paste link for additional information	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=75&Itemid=0
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 the utilization certificates of all the payments under Govt and non-Govt. Grants are submitted after partial audit from external auditor. During the year West Bengal Higher Education Department conducted.

As per the regulation of the government of West Bengal overall financial statement of the college is audited by the external auditor appointed by the director of public instruction, Govt. Of west Bengal.

Any audit observation are addressed through Governing Body meeting and also through the respective committees as per the nature of the audit observation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has an internal administrative & financial affairs coordinating and monitoring mechanism through Finance Committee, Internal Audit Committee and Purchase & Tender Committee. The committees have their own power and functions. Apart from that audit work is done by independent C.A. firm appointed by the Directorate of Public Institution, Govt. of West Bengal. The financial resources available from Govt. Grants are monitored through Specific Committee for that purpose. Entire project are planned and monitored by the committee Proper accounts are maintained by college through cash book, ledger and voucher file. Major payments are released with prior approval of the Finance Committee All the collections are deposited in the Bank. Only duly authorized persons can operate through the bank. All expenditure recurring and nonrecurring are incurred through checks. All such type of actions is reported to the Governing Body for approval. Construction works under govt. grants are executed by the Government Department, while constructions under college funds are monitored by the Construction Committee by appointing an Engineer as Supervisor of the work.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_893
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

1. District Level State sponsored workshop on Hands on Training on NAAC methodology and preparation. The IQAC organized the Workshop with Grant support and Approval of The Directorate of Public Instructions, Govt. of West Bengal in order to provide hands on training on NAAC Accreditation Methodology and to all the colleges of the district of Coochbehar.

2. Formation of Research and Development Cell. The IQAC, formed the Research & Development Cell for effective delivery and framing and control of the internship projects.

3. Infrastructural arrangement for Introduction of NEP 2020 as per state guidelines from the Academic session 2023 - 2024. The IQAC took comprehensive approach to create infrastructure for the new framework. IQAC initiated 6 MOU for running of the new system.

4. Introduction of 29 Internship Courses under NEP- 2020 for skill development of the students. The IQAC called for submission of proposal for Internship projects from various departments. Finally, the R & D cell adopted 29 proposals of Internship projects for the Academic Session 2023- 24.

5. NIRF ranking Participation by the institution from academic year 2022 -23. IQAC took active initiative for this purpose.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_895
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college authority has a review mechanism of its Teaching Learning process and methodologies of operations and learning outcomes at regular intervals in the following ways:

1. The Teachers Council and Academic Committee meetings are conducted one in pre-session period of every semester, and one

in the end session period. The suggestions of IQAC cell are considered at the meeting for effective implementation of the suggestions and for better Teaching Learning system for the ensuing session.

2. During the mid of the session the progress of the teaching learning processes are reviewed at the departmental meeting of respective departments.

3. During the year the NCCF framework has been introduced. The IQAC Cell took active part in formulation of curriculum and regulations for the new framework. Also built infrastructure for NEP 2020.

File Description	Documents
Paste link for additional information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_896
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://coochbeharcollege.ac.in/index.php?option=com_content&view=article&id=45&Itemid=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute runs Career Oriented Course with three different programme of Certificate, diploma and Advance Diploma on Women Studies to create awareness among the students on gender equity and encourage research on the field. The cell regularly organizes Seminar workshops etc. on this field.

Moreover, the college encourages the girl students to participate in different programs and include them almost on equal basis in different sub-committee. Also Lady Faculties are encouraged to participate in different committees of the college.

International Womens' Day is observed along with encouraging the girls students through group and personal interactions are also taken care off.

The college has separate common room for girl students for their refreshment and cleaning during college hours. The Lady teachers and girl students have separate washroom for their use. To ensure safety of the girls students the college has Internal Complaints Committee for addressing any issues relating to the issue. The college has provided two Napkin Vending Machines for the benefit of the students and female faculties and staff. One such machine had been placed at the Ladies Toilet at the Staff Common Room and the other one has

been placed at the Girls' Common Room.

File Description	Documents
Annual gender sensitization action plan	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_900
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_900

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Solid Waste Management:**

The Institution had placed waste collection bin at every convenient locations of the college to keep the campus clean and green. The campus has a well maintained garden. The NSS Units of the college periodically cleans the campus and garden to maintain green and clean campus. Though, the college does not have Solid Waste Management system in proper sense.

- Liquid waste management:**

The College has separate lavatory for girls students and boys students, which are regularly cleaned by the cleaning staff.

Though, the college does not have Liquid Waste Management system in proper sense.

- Biomedical waste management:

The college is a general degree college, and hence does not create Bio-Medical Wastes.

- E-waste management:

The institution has AMC contract with outside agency for maintenance of computers and accessories. The agency regularly checks the computers and identifies the rejected machines and arrange for proper outlay of e-waste created during the period.

- Waste recycling system:

The college does not have Waste Recycling System in proper sense. However, the volunteers of NSS units periodically maintains waste cleaning process.

- Hazardous chemicals and radioactive waste management:

The college generally does not create Hazardous chemicals and Radio-active Wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://erp.coochbeharcollege.ac.in/WebFront/NAAC_FolderDetailsView.aspx?FLD=FLD_902
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our Institution keeps constant vigil on the maintenance of zero ragging campus. No incident of ragging has been registered during the last 10 years.

The Institution always maintains an environment of communal harmony. No incident that may disturb the communal harmony has been occurred within the college premises. Moreover, there are many incidents where students from all type of communities take part in the occasion of Saraswathi Puja, and other events with a complete participative attitude.

The Institutional ways makes an endeavor to uphold the culture of the local region. During the cultural programmes, the Institution always tries to give the opportunities to many local performers to perform.

Skill based Skill enhancement courses and Internship project work had been introduced in the new NCCF framework. Theatre, Bhawaiya (Local folk song and culture), Tourism , Medicinal & Pharmaceutical Chemistry, Indian Games from the pool of SEC subjects recommended by the University. These courses reflect the crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

The Institution organized one special lecture program on Jagadguru Shri Shankaracharya Vyakhyanamala sponsored by Bharatiya Bhasha Samiti, Ministry of Education , Govt. of Education on 29th March, 2024.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Department of Political Science on behalf of the College has observe National Constitution Day on 26th November every year to promote values, rights, duties and responsibilities of the citizens on 26th of Besides, the above said Department also has organized an online programme to celebrate the 75 th Independence Day of India. The objective of this programme was also to make the students as well as teachers and other staffs conscious about their constitutional obligations as a citizen of India.

The NSS unit of the college also organised Voters Awareness Camp for creation of awareness aboutthe constitutional obligations: values, rights, duties and responsibilities of citizens among the young voters and students on5th March 2024. Moreover, the students of the Department of Political Science regularly take part in Youth Parliament Competition at the district and State level.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution always celebrates/observes all the days mentioned below:

1.Birthday of Swami Vivekananda (12/01)

2.Birthday of Netaji Subhas Chandra Bose (23/01)

3.Republic Day (26/01)

4. Birthday of Monishi Panchanan Barma (14/02)
5. International Women's Day (08/03)
6. Basanta Utsav (Holi)
7. Birthday of Dr. B.R. Ambedkar (14/04)
8. Birthday of Rabindra nath Tagore (09/05)
9. World Environment Day (05/06)
10. International Yoga Day (21/06)
11. Independence Day (15/08)
12. Sanskrit Week (Three days before and three days after Raksha Bandhan)
13. Raksha Bandhan as well as Sanskrit Day
14. National Sports Day (29/08)
15. Foundation Day of the College (16/11)
16. Constitution Day (26/11)

Apart from that the college also organized one special lecture program on Jagadguru Shri Shankaracharya Vyakhyanamala sponsored by Bharatiya Bhasha Samiti, Ministry of Education, Govt. of Education on 29th March, 2024.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices I

Title of the practice

Felicitation of Students and Teachers for excellence.

- 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.

Best Practice - II

Title of the practice

Fee Scholarships for Students from College Fund

- 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.

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.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

COOCH BEHAR COLLEGE IS ONLY ONE COLLEGE IN THE DISTRICT OF COOCH BEHAR WHICH IS PROVIDING EDUCATION OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT THE COLLEGE HAS INTRODUCED PG COURSES IN GEOGRAPHY SINCE 2018-19 AND PG IN ENGLISH FROM THE YEAR 2019-20. THE COLLEGE IS ONLY ONE DISTICTIVE INSTITUTE IN THE DISTRICT TO OFFER PHYSICAL EDUCATION AS DSC SUBJECT IN UG COURSE. ALSO IT IS THE ONLY INSTITUTE TO OPEN GEO-INFORMATICS CERTIFICATES AND DIPLOMA COURSES WITH THE PERMISSION OF UGC AS PART OF SKILL DEVELOPMENT INITIATIVE OF THE GOVERNMENT OF INDIA UNDER NEW EDUCATION POLICY. SUCH A VARIETY OF SUBJECT COMBINATIONS PROVIDE DISTICTIVENESS TO THE INSTITUTE IN THE DISTRICT.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To introduce Programme course in Zoology and Botany

PG in Bengali, Sanskrit and Phiosophy.

To introduce B-Voc in Geo-informatics course in line with the New Education Policy.

To introduce coaching on competitive exam like State and Central administrative job and NET/SET etc.

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 initiate and strengthen the activities of the Research & Development Cell.

To encourage publication of research articles by the faculty in UGC referred journals.

Community upliftment programmes through NSS

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.

To initiate more MOU with the outside renowned professional and academic institutions for enhancement of quality of education.