



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**COOCH BEHAR COLLEGE**

**KALIGHAT ROAD (02 NO) POST OFFICE COOCH BEHAR DISTRICT COOCH  
BEHAR WARD NO 10**

**736101**

**[www.coochbeharcollege.org.in](http://www.coochbeharcollege.org.in)**

**SSR SUBMITTED DATE: 23-09-2022**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### INTRODUCTION:

Cooch Behar College is one of the leading Affiliated College under The Cooch Behar Panchanan Barma University in the district of Cooch Behar, West Bengal. It was established on 16th November 1970 . Initially it was affiliated under The University of North Bengal since 8th October 1970. However, The College is presently affiliated under Cooch Behar Panchanan Barma University from 30th July, 2015 vide West Bengal Government Notification No 746 Edn(U)/IU(CB)-02/15 dated 30/07/2015. The College obtained permanent affiliation from UGC under Section 2(f) vide its letter no. F.8.52/80(OP), dated: 16.05.1980 and also 12B on 16.05.1980

Basically, it caters to the needs of those students who belong to socially and economically backward classes and come from rural areas with no educational background or proper guidance at home. It is proud to mention that our College has completed 53 academics years.

Coochbehar College was accredited with Grade “B” by NAAC in 2009 with CGPA score of 2.16 in cycle I. The College was accredited for Cycle II in 2016 at B + + Grade with CGPA score 2.78. During the last five years after completion of Cycle II accreditation by the NAAC Coochbehar College has made substantial progress both in qualitative as well as quantitative terms in providing quality education. In line with the recommendations of the NAAC Peer Team in cycle II the College introduced **1(one) Honours Programme in Computer Science and 2 ( Two ) Post Graduate programme in Geography and English** during the last 5 years. It has also introduced various Skill development programmes in collaboration with Anudip Foundation. From the year 2021 the College also started Coaching programme for ZAM for the science students 10 students of them qualified in the examination ZAM 2021. **The College also introduced Certificate and Diploma courses in Geo-Informatics.** This is one of the significant initiatives of the institution to provide vocational training among the students keeping in view the implementation of New Education Policy 2020. The College also introduced **Add on Courses like Certificate and Diploma Programme in Non-Formal Sanskrit Education** approved by The Central Sanskrit University.

### Vision

#### Vision:

Cooch Behar College has found inspiration in the immortal prayer of Upanishads: '*tomaso ma jyotirgamaya*' - 'from the darkness lead me towards light', darkness symbolizing ignorance and light symbolising wisdom. This is the timeless urge of mankind. Cooch Behar College since its inception has been relentlessly working towards imparting standard and effective education to its students a sizable section of which come from socially and economically downtrodden section of the society in order to bring positive change. We firmly believe as it is reflected in our motto in reaching out to the young men and women of marginalized sections of our society with quality education deeply rooted in our diverse cultures which is intrinsically universal in nature, which will

create a young, aware and vibrant youth power fully conscious about their potentiality, rights and duties. Empowered with such education the young section will definitely bring light of knowledge, prosperity and bliss not only to their own lives or community but to the entire nation and mankind.

Since Cycle-II of assessment the college has been sincerely engaged in working towards enhancing its quality status in terms of educational worth. The college has achieved sustainable improvement in vital parameters such as extension of infrastructural base, increased access to teaching-learning resources, quality development of faculty and staff and most importantly in research and extension activities of faculties which emerged as a matter of concern in observations of the previous NAAC peer team. The college after continuous and cumulative effort of 5 years over the recommendations of previous peer team now seeks to evaluate its progress once again and applies for reaccreditation for Cycle III from NAAC at the same time.

## **Mission**

### **Mission:**

The mission is delivering the requisite knowledge, skills and values towards nurturing attitudes and competencies among the graduation students. It also bring "to mould and 'grade up' the students to be both intellectually and spiritually competent, socially committed, sociable and responsible citizens capable of imparting knowledge, love, unity and inculcate 'National Integration' in the minds of all and to make higher education a part of the social environment through community participation and sustainable development'.

### **Goals & Objectives:**

In order to accomplish the vision the institution has promulgated the Mission Statements as-

- To impart sound and meaningful higher education to the students.
- To expand the facility of higher education to all eligible students of the society.
- To help them achieve successful professional career.
- To expand the horizon of education through introduction of new subjects.
- To promote and encourage the achievement and to work for advancement of knowledge of different subjects on the demand of society.
- To empower the student to be self reliant and achieve excellence so that they can derive the benefit of national development.
- To help them to become ideal and responsible citizens of the country.
- To produce intellectually sound, morally upright and socially concerned students to be of service to the nation.
- To introduce various vocational and skill-based programs and add-on courses in order to prepare the Institution towards implementation of New Education Policy 2020. This will enable the college to cater the needs of the society in line with the vision stated in NEP 2020.

### **Communication of Mission & Vision Statement:**

The vision and mission statements are stated in brief in the prospectus of the college and also presented in the website of the college. The statements are also displayed through Notice Board.

Infrastructural facilities and human resources also have been increasing to fulfill the stated Vision & Mission with the gradual increase of students' enrolment. Different academic, co-curricular & extra-curricular activities also have been satisfactory and adequately provided to ensure proper fulfillment of the Vision & Mission of our institution.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### INSTITUTIONAL STRENGTH

- Healthy student-teacher-management relationship.
- During the last five years the institute had purchased equipments nearly amounted to rupees 30 lakhs from RUSA 2.0 Grant and further Rs. 3.0 lakhs furniture from State Govt. Grant Rs. 10 lakhs utilized from college fund itself for procurement of equipments.
- Strong Leadership Support
- The IQAC has initiated college funded Micro Research Grant for student-based research projects under the supervision of faculty members. This small research grant initiative has created an environment for inter-disciplinary research among the students.
- The college offers 2 Self –financing under graduate Management courses one Self -financing Vocational Certificate and one Diploma courses in Geo-informatics, four self-financing Career Oriented Programmes with Certificate, Diploma and Advance Diploma courses, and Two Self-financing Master degree programmes.
- Healthy Cultural environment within and beyond the campus
- Long run Vision and active Management support to face the challenges of NEP.
- Institution introduced e-governance system in Administration, Finance, Student support and examination system.
- The college students maintain a fairly good pass percentage.
- The college introduced 14 new programs during the last 5 years comprising 2 Master Degree programs, 1 vocational certificate program, 1 diploma program, and 1 B. Voc program in Geo-informatics, 1 UG Management program, 7 Add on Certificate courses and 1 Add on diploma course in Non-Formal Sanskrit.
- Quality promotion and sustenance initiatives through active and dynamic IQAC
- Wi-Fi enabled campus
- Herbal garden for research purpose
- Inclusive and gender-sensitive campus
- Encouragement to create a Ragging free campus results in absence of any single report of complain about ragging during last 5 years
- The College always helps students from economically challenged background in overcoming all sorts of barriers – social, financial as well as mental.
- The College has spent nearly 135 lakhs rupees for repair maintenance, renovation purposes during the last five years.
- High image of the Institution in the district reflected in increasing number of student admission over the years
- The Institution is unique in the region offering Science, Arts Commerce and Two Self –Finance

Management courses, and various Add on courses.

## **Institutional Weakness**

### **INSTITUTIONAL WEAKNESS**

- Inadequate faculty as per requirement of CBCS system, in spite of the fact that during the last five years the number of faculty has been increased from 44 to 75. Still the number is insufficient to cope up the challenges of increasing number of students. The college has no autonomy to recruit faculty on its own without the permission of the State Govt.
- Inadequate support staff
- No Hostels though it has been included in the master plan. However, hostel could not be established due to availability of adequate land.
- Inadequate infrastructure particularly the number of class rooms is insufficient to cater the needs of the increasing number of students
- Due to location of the college at a semi-urban town and far from the State Capital Kolkata reputed organisations are not very interested to participate in the process of student Placement. Moreover, there is also no airways connectivity of the town.
- Owing to economic and industrially backward condition the district, Cooch Behar, majority of the students come from poor families. Hence most of them have no capacity to afford for relatively costly professional courses. This debarred the college from introduction of many specialized professional courses.
- Commitment of the Alumni towards development of the college is not very encouraging. Despite continuous effort of the management and the faculty members it is extremely challenging to motivate the Alumni in the matters related to student progression, financial support and career prospects (for present students).
- Majority of the students of the institution come from the economically weaker families. So they cannot afford money for joining in various career oriented courses apart from their primary college fees.
- Introduction of Language Lab could not be completed due to some technical issues relating to the tendering process in spite of the sincere efforts on the part of management.
- Campus placement and collaboration is negligible, and the real area of concern for the institution.

## **Institutional Opportunity**

### **INSTITUTIONAL OPPORTUNITIES**

Opening of PG courses in different subjects based on the demand of the locality, to provide scope of higher education, particularly to the girl students of the locality who have no social and economical support to travel abroad for higher education. With this objective the college took initiative to open PG courses in another two subject viz. Bengali and Sanskrit.

In line with The New Education Policy 2020 Cooch Behar College has introduced vocational Certificate and Diploma Courses in Geo-informatics and proposed to introduce B. Voc course in the same. There are plenty of opportunities to open vocational courses in many other subjects.

Recently, our college has submitted one collaborative seed research project with Indian Institute of Science (IISc) Bangalore and this will improve and enhance the research culture in the campus. The college is also planning to start student exchange program with the reputed institutions in India.

Introduction of Add on course in Spoken English and Soft Skill Development for the overall development of the students

Collaboration with different Universities and colleges for faculty and student exchange.

Initiating consultancy

The introduction of various scholarship schemes like Kanyashree, Swami Vivekananda Scholarship Scheme etc. and the Student Credit Card Scheme by the Government of West Bengal has provided opportunities to the students of economically weaker families to take up various career oriented courses in addition to their general degree program.

The COVID-19 pandemic has given an opportunity to re-invent modes and methods of teaching. Students and teachers alike have innovated and adapted to new modes of training in several online platforms like Microsoft Teams, Zoom, Webex, Google Meet, and Google Classroom. Thus the challenge of COVID-19 Pandemic has been converted into opportunity of improvement of quality of traditional teaching learning system with enhanced and supplemented by quality e-resources.

Building Hostel and accommodation facilities for the teachers and students.

Set up centre for promoting innovation and entrepreneurial culture.

Going for autonomous status.

## **Institutional Challenge**

### **INSTITUTIONAL CHALLENGES**

- Rural and semi-urban surroundings with less employment opportunities
- Training students' for various competitive examinations
- Lack of residential facilities
- Majority of the students of the institution come from the economically weaker families. So they cannot afford money for joining in various career oriented courses apart from their primary college fees.
- Due to lack of infrastructural facilities and scarcity of class rooms introduction of newer courses often could not be implemented in spite of positive approach of the management.
- Increase of employability of the students by introducing suitable courses is extreme challenge for the management.
- Developing research ambiance of the Institution.
- Implementing NEP 2020 is a big challenge for the Institution.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

#### CURRICULAR ASPECT

The vision of the college is to promote the students of remote and rural area for higher education for their personality development, self-confidence to create scientific views and to prepare them to face the day to day competition.

Cooch Behar College offers 8 Hons in B.A, 1 in B.Com and 4 in B.Sc. and 3 Program courses in BA, B.Sc, and B.Com and 2 Management Courses (BBA &BBM) in U.G. courses and 2 PG courses in Geography and English. The subjects like Physical Education and Education also diversifies the need of the college among the students of the district. This is the only college in Cooch Behar District which offers Science, Commerce, Arts and Management simultaneously under one roof. The college also runs eight different Certificate and Diploma courses.

The college being an affiliated college under Cooch Behar Panchanan Barma University does not design course or syllabus. The college has to follow Affiliating University syllabus, some of our staff members are at Board of Studies (BOS) in Parent University. The stated objectives of the curriculum are achieved under the able supervision of the Principal. Principal convenes meetings and takes reviews of the syllabus along with IQAC committee. Academic calendar is being framed by the Academic Committee and duly communicated to the students through the College web-site [www.coochbeharcollege.org.in](http://www.coochbeharcollege.org.in)

Educational and Industrial tours/ geographical visits are arranged for the first-hand knowledge to students. The institution has clearly set and defined mechanism of obtaining feedback from students, parents, alumni to improve the performance and quality of the institutional provisions. **31** programmes include **project work/field work/ internships**.

**There are 56 curriculum of different subjects include several issues like Professional Ethics, Gender, Human Values, Environment and Sustainability.**

**During the last five years CBCS system of education had been introduced from the academic session 2017-18. Accordingly the entire curriculum of all the 30 subjects had been thoroughly revised. Hence, in total 780 paper curriculum were revised during the last five years.**

**The college has a proactive practice of obtaining feedback from the stakeholders which is being thoroughly analyzed by the IQAC for necessary development.**

### Teaching-learning and Evaluation

#### TEACHING - LEARNING AND EVALUATION

Our college constitutes admission committee, to ensure the transparency in admission process. It gives wide publicity to the admission process through advertisement, hoardings, college website and the prospectus. Admissions are done strictly on online system according to the rules and regulations of CBPBU and Govt. of

WB.

The teaching-learning process begins as per the academic calendar. All the faculty members prepare the teaching plans of their subjects. The needs of the slow and advanced learners are addressed through Remedial Teaching etc. The faculty members also make an extensive use of teaching-learning aids such as TV, LCD Projectors, PC, and online materials through Google Class Room & YouTube Channel.

- During the last 5 years number of admitted students has increased significantly from 1553 in 2017 to 2101 in 2021-22, with a high enrolment percentage of 73.92%. This signifies high image of the institution.
- Number of students from reserve category was 773 in 2021-22 which is 36.79% of the total admitted students.
- The number of full time faculty has been increased from 20 in 2016 to 75 including Principal and Librarian. This has resulted in significant development of student teacher ratio of 66.97% in spite of enormous growth in the number of enrolled students.
- During the last five years college authority had succeeded in increasing number of sanctioned post from 34 in 2016 to 75 in 2021-22, and with constant persuasion 91.41% of the sanctioned post could be fulfilled from the year 2020-21.
- The college has formed examination committee to conduct the evaluation process.
- The CBCS has been introduced. It conducts continuous evaluation, home assignments, group discussion, seminars and terminal examination semester tests and common test.
- With the constant efforts of the faculties the pass percentage of the students was consistently very high at about 80%, over the last 5 years.
- Felicitation Programme is also organized by our college every year to felicitate the students who score highest marks & academic achievements. The teachers are also felicitated for their academic excellence.
- The college has introduced several value added courses for enrichment of capacity of the students.

## **Research, Innovations and Extension**

### **Research Innovations Extension**

Cooch Behar College is continually improving research activities by providing the infrastructure and the required facilities. Overall, 20 faculty members have PhD, some other members are pursuing their research career. Being primarily an undergraduate college, the research facilities are limited inside the campus.

The college authority always encourages the faculties to write research grants in the state level as well national level throughout the year. During the last five years college derived 508000 as research grant from Government agencies. Moreover, The IQAC has initiated college funded Micro Research Grant for student-based research projects under the supervision of faculty members. This small research grant initiative has created an environment for inter-disciplinary research among the students.

Our faculties are actively doing research in modern topics, recent progression in Science and Technology in collaboration with prominent national institutions like IIT Delhi,

Overall, five faculties are registered as PhD supervisors and 8 scholars are working under them including



subjects like Sanskrit, Geography, Bengali and Chemistry. Over the last five years, our faculty members have published more than 65 research articles in various UGC-care listed as well as high impacted journals from ACS and RSC. Besides, faculties from different departments published more than 45 book/book chapters in the last five years.

To promote awareness among the local people, we also arrange various outreach activities. College also supports minor undergraduate research projects by providing limited funding. The Central Library is also registered under (N-LIST) which is also very helpful for accessing articles.

The NSS groups of Cooch Behar College have organized many events like awareness of AIDS, hepatitis, sensitizing programs on Covid-19, tobacco use, clean water etc. throughout the years. The NSS also hold special camp, blood donation camp, fit India campaign, Nature & Adventure camp, relief camp etc. Overall, the Cooch Behar College always encourage their faculties and students to do research in their corresponding fields by providing the needs as much as possible and the college is aiming to open incubation and research center soon.

### **Infrastructure and Learning Resources**

#### **INFRASTRUCTURE AND LEARNING RESOURCES**

The College has a spacious campus which is spread over 3.74 acres of land and 5551.066 sq. mts. well-constructed buildings spread into near about 68 rooms. The college has sports fields and facilities for the outdoor games and indoor games and Multi Gym with Treadmill and high jump kit in Physical education department.

The college has well maintained botanical garden.

The college provides free access of high speed (100 Mbps) internet within campus.

The college has two active units of NSS.

The college runs UGC sponsored Career Oriented Courses such as Communicative English, Eco-tourism, Women Studies and Computer Application for students. College introduced BBM (from 2017), PG Geography (from 2018), PG English (from 2019), UGC –NSQF ‘certificate and diploma course in Geo-informatics’ (from 2020), Non-formal Sanskrit certificate and diploma course affiliated under Central Sanskrit University, Delhi (from 2016), Add-on course on Soft Skill, Spoken English and personality development and conducted 7 Add-on courses in 2021-22.

The college specially takes care of health and hygiene of the students and staff members. Proper arrangement of drinking water is available in the college campus (Purified drinking water) and sanitization facilities for students, staff members and non teaching staff members separately. Two Napkin vending machines were installed for the hygiene and health of the female students and staff. The first Aid facility is available in the Physical Education Department, and fire extinguishers are available in the Chemistry Department of the college.

Total 19 online and offline Magazine available in the campus provide an access to news and other information to the students and stuffs. The Library has 31212 Books, 11 Journals along with 1 consortium N-LIST and 06

Daily News papers.

During the last five years the institute had purchased equipments nearly amounted to rupees 43 for procurement of equipments.

The college has 90 computers, Five LCD Projectors along with two well equipped audio-visual facilities. Water purification system, CCTV, Computers their accessories and major technical equipments are maintained by Annual Maintenance Contract. The College has spent nearly 135 lakhs rupees for repair maintenance, renovation purposes during the last five years.

### **Student Support and Progression**

#### **Student Support and Progression**

The institution always provides necessary assistance to students, to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression.

- The college authority is always sincere about accomplishing its commitment towards the needs of the economically challenged students. The college provides financial support to the poor students through various scholarship schemes of the Government. However, in addition to the government scheme based support the college provides free studentship (either half free or full free based on the financial position of the students concerned) to a large number of students who could not avail the benefit of any government scheme every year from its own fund. Almost 10% students got the benefit of free studentship every year. Overall 58% students avail the benefits of various scholarship schemes. The college also provides financial assistance to the needy students from Student Aid Fund Scheme.
- The Institute has introduced Soft Skill Development and Spoken English courses in 2022, training programme of JAM for the Science students from 2021, Vocational Courses on Geo-informatics from 2020 and Non Formal Sanskrit Education from 2016, in order to enhance capacity of the students and make them self reliant. The training programme for JAM has been proved very much successful as 10 candidates qualified in JAM 2021. The college has already taken initiative to establish one Language Lab which is expected to be completed within November 2022.
- The institution also takes measures to promote value based education for inculcating social responsibility and good citizenry among its students community.
- The college has a registered Alumni Association who took active part in celebrating the Golden Jubilee Year of the Institution with financial as well as organisational support.
- The college has a separate cell to address issues like Grievances, Ragging, Gender related problems etc. But it is a matter of pride for the institution that during the last five year no single cases of ragging or gender issues was raised.

### **Governance, Leadership and Management**

#### **Governance Leadership and Management**

The management takes some definite procedures and methods through which academic leadership is provided

to the faculty directly as well as indirectly. The Governing Body takes active decisions and give permission to perform and conduct different plans, programs and proposals of different committees as well as of different co-curriculum and extra curriculum activities. The committees help them to provide academic leadership.

The meetings of the committees are held regularly as and when needed under the chairmanship of the Principal. After thorough discussion plans and programs are chalked-out. These plans and programs are referred to Governing Body through IQAC and implemented again through various committees. The Governing Body also reviews all the activities periodically through the Principal.

The management gives suggestions/decisions on various aspects on the basis of the Principal's reports and feedback, collected from different other stakeholders. The suggestions of the management are communicated to the teaching, non-teaching staff and students and implemented by the Principal through various sub-committees. The Principal also assigns various academic and administrative bodies of the college on the basis of suggestions of the management

All academic, administrative, financial, curricular, co-curricular and extracurricular activities are decided, implemented and reviewed by the respective sub-committees.

The Principal inspires, motivates and encourages staff to participate in seminars, workshops, conferences for upliftment the staff and better teaching-learning activities and also to complete the assigned project works, field works etc. Principal always arranges some programs related to skill development for teaching and non-teaching at regular intervals.

A research committee is also formed to encourage research activities among the teachers and students. The committee in consultation with the IQAC approves research grants for field works, data collection and other relevant purposes and also encourages to publish research articles in national/ International journals.

The Financial accounts of the institution are regularly audited by the State Government appointed External Auditor, also all the financial matters are monitored by the Bursar of the Institution.

The College has a well organized mechanism of e-governance covering admission, administration, salary, examination finance and accounts. The Library system has complete automation powered by COHA Software.

### **Institutional Values and Best Practices**

### **Institutional Values and Best Practices**

The College is very much interested to promote gender equity among the students as well as among the teachers and non-teaching staffs.

The Institution observes various types of programmes like International Women Day, World Yoga Day, Human Rights, IPR etc. Three different programmes with certificate, diploma and advanced diploma are run by the College on Women Studies. One webinar was organized by the College on "Gender and Development: Emerging Issue-in recent pandemic situation" on 1st July 2020.

The Institution tries to use some energy conservation measure by using several LED bulbs.

The Institution maintains disabled friendly, barrier free environment within the campus.

A green audit was conducted by WWF, India, on and from 7th April, 2022, to 9th April, 2022 to make the campus Green and Clean.

The NSS volunteers plant the saplings to observe various commemorative days, in side as well as out side the campus. The College follows two best practices. One is “**No Vehicle Day**” and other is “**Felicitation of students and Teachers for excellence**”. **First day of every month is observed as No Vehicle Day.**

This is the only College in the District of Cooch Behar providing four streams of education, viz., Arts, Science, Commerce and Management.

The College has also introduced Post Graduate Course in Geography from the academic year 2018-19 and in English from the year 2019-2020.

- Also, it is the only institute to open Geo-Informatics Certificates and Diploma courses with the approval of UGC as part of skill development initiative of the Government of India under new Education policy. The Institute has introduced Soft Skill Development and Spoken English courses in 2022, training programme of JAM for the Science students from 2021, Vocational Courses on Geo-informatics from 2020 and Non Formal Sanskrit Education from 2016, in order to enhance capacity of the students and make them self reliant. The college has already taken initiative to establish one Language Lab which is expected to be completed within November 2022.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	COOCH BEHAR COLLEGE
Address	KALIGHAT ROAD (02 NO) POST OFFICE COOCH BEHAR DISTRICT COOCH BEHAR WARD NO 10
City	COOCH BEHAR
State	West Bengal
Pin	736101
Website	<a href="http://www.coochbeharcollege.org.in">www.coochbeharcollege.org.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Pankaj Kumar Debnath	03582-256798	9832436849	03582-256798	principal@coochbeharcollege.org.in
IQAC / CIQA coordinator	Mridul Ghosh	03582-256798	9749356396	03582-256798	cbciqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
West Bengal	Cooch Behar Panchanan Barma University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	16-05-1980	<a href="#">View Document</a>
12B of UGC	16-05-1980	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KALIGHAT ROAD (02 NO) POST OFFICE COOCH BEHAR DISTRICT COOCH BEHAR WARD NO 10	Urban	3.74	5551.066

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Bengali	36	HIGHER SECONDARY OR EQUIVALENT	Bengali	125	88
UG	BA,English	36	HIGHER SECONDARY OR EQUIVALENT	English	93	82
UG	BA,Sanskrit	36	HIGHER SECONDARY OR EQUIVALENT	Sanskrit	86	50
UG	BA,Philosophy	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	125	103
UG	BA,History	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	125	100
UG	BA,Economics	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	22	8
UG	BA,Geography	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	53	49
UG	BA,Political Science	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	53	41
UG	BCom,Commerce	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	90	48

UG	BSc,Chemistry	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	20	12
UG	BSc,Computer Science	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	30	24
UG	BSc,Physics	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	20	15
UG	BSc,Mathematics	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	41	37
UG	BBM,Bba	36	HIGHER SECONDARY OR EQUIVALENT	English	40	35
UG	BBM,Bbm	36	HIGHER SECONDARY OR EQUIVALENT	English	92	25
UG	BA,Ba General	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	1250	1248
UG	BCom,B Com General	36	HIGHER SECONDARY OR EQUIVALENT	English	150	13
UG	BSc,Bsc General	36	HIGHER SECONDARY OR EQUIVALENT	English,Bengali	81	47
PG	MA,English	24	GRADUATION	English	46	46
PG	MSc,Geography	24	GRADUATION	English	30	30



**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				4				29			
Recruited	1	0	0	1	3	1	0	4	27	2	0	29
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				40			
Recruited	0	0	0	0	0	0	0	0	26	14	0	40
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				17
Recruited	7	1	0	8
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	9	4	0	13
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	1	0	15	0	0	18
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	2	0	0	39	15	0	56
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		12	3	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2983	0	0	0	2983
	Female	1519	0	0	0	1519
	Others	0	0	0	0	0
PG	Male	78	0	0	0	78
	Female	90	0	0	0	90
	Others	0	0	0	0	0
Diploma	Male	49	0	0	0	49
	Female	41	0	0	0	41
	Others	0	0	0	0	0
Certificate / Awareness	Male	127	0	0	0	127
	Female	137	0	0	0	137
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	1215	1127	1172	708
	Female	676	571	536	340
	Others	0	0	0	0
ST	Male	28	38	42	19
	Female	25	19	22	20
	Others	0	0	0	0
OBC	Male	642	625	620	464
	Female	332	276	273	216
	Others	0	0	0	0
General	Male	825	724	468	744
	Female	427	361	320	453
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		4170	3741	3453	2964

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>1. Multidisciplinary and Interdisciplinary Approach: Modern education systems require knowledge in multi-disciplines apart from the main area of study or degree. A key pillar of the National Education Policy (NEP 2020) is liberal (“holistic and multidisciplinary”) education, which sensitises students to the fundamentally interconnected nature of all human knowledge and enquiry. The tradition of single-disciplinary undergraduate education over the past seven decades since independence was going on. A liberal education enables learners to develop both sides of the brain — creative/artistic and analytic — which can make learning a joyful experience. NEP 2020 endorses and extrapolates this viewpoint. In</p>
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order to guarantee the harmony and integrity of knowledge, NEP-2020, at Para 10.2, has referenced a multidisciplinary approach from the ancient Indian education system and envisaged a pressing need to get back the great tradition for holistic and innovative developments. To cater to the needs of thousands of students worldwide, at Para 10.7, NEP-2020 expects that all the country's higher education institutions shall be multidisciplinary by 2030 by setting up Multidisciplinary Education and Research Universities (MERUS). NEP-2020 at Para 10.11 also envisaged that Single-stream Higher Education Institutions (HEIs) will be phased out and converted towards multidisciplinary institutions or part of multidisciplinary clusters. In compliance with the aforesaid idea of Multidisciplinary and Interdisciplinary Approach of education, Cooch Behar College has already taken few measurements to implement this approach. To enhance soft-skills, College has started one communication classes at a very minimal fee. Our faculties are involved in interdisciplinary and collaborative research with other department, e.g., Chemistry and Geography are planning to start research to enhance the livelihood of the people of this district. All the Science departments initiated to take one compulsory presentation from 5th Semester students on any topic of their choice to enhance their soft skills. Besides, students are encouraged to prepare for cross-departmental exhibition shows so that they can share their knowledge. At the same time, College has started new Add-on course for each department where students can improve the skills and also get well-informed in the other areas as well. Department of Chemistry and Physics organized jointly for one day Interdisciplinary seminars. Recently, our college has received one collaborative research grant with Indian Institute of Science (IISc) Bangalore and this will improve and enhance the research culture in the campus. The college is also planning to start student exchange program with the reputed institutions in India. Interdisciplinary Education is the backbone of National Education Policy (NEP)-2020, that Government of India is going to implement in the coming months. Hence, I propose the urgent requirement to introduce STEAHM Education instead of STEM, where 'A' stands for "Arts" and 'H' for 'Humanitarian' added to the standard STEM

	acronym for Science, Technology, Engineering, and Mathematics for more holistic approach of learning.
2. Academic bank of credits (ABC):	<p>2. Academic Bank Of Credit: Modern education systems require knowledge in multi-disciplines apart from the main area of study or degree. A vital pillar of the National Education Policy is liberal education, which sensitizes students to the fundamentally interconnected nature of all human knowledge and inquiry. To cater to the needs of thousands of students worldwide, NEP-2020 expects that all the country's higher education institutions shall be multidisciplinary by 2030 by setting up Multidisciplinary Education and Research Universities. NEP 2020 has rightly pointed out about the needs to develop the Academic Bank of Credit, so that the students have complete freedom for entry and exit during the chosen programme to any institution all over the country by lateral transfer of his or her Credit on their account. Moreover, NEP also accepted the right if the learners to pursue joint degrees between two Higher Education Institutions at the National as well as International Level. Cooch Behar College being an affiliated college to The Cooch Behar Panchanan Barma University has no autonomy to Create Academic Bank of Credit in true sense at the college level. However, with this objective Choice Based Credit System of academic programmes were completely adopted by the affiliating university from the academic session 2017-2018 and the syllabus of every programme had been thoroughly revised clearly mentioning the credit associated at every subjects in line with the UGC guidelines. The marks sheet provided to the students clearly depicts the credit earned by the student in the particular semester. The teachers also maintain the percentage of students in each subject separately and internal evaluation examinations are regularly conducted throughout the session so that the information regarding the credit earned by the students during and completion of each semester may be provided to the university before commencement of each semester examination. The University assembles all the records regarding the Credit due to each student separately.</p>
3. Skill development:	3. Skill Development Introduction of National Education Policy is a boon to our societies in many aspects. Our conventional education systems required

a much-needed reformation more towards industry oriented practical skills. Theoretical knowledge along with hands-on skills only can bridge the academia and industry. This will definitely help the youth to enhance their chances to find a more suitable and skill-orientated, which ultimately is highly beneficial for any nation. The introduction of skill-based several courses will also improve the relationship between industrial partners and academic institutions and it is expected to start many more industrial-academic collaborative research. Besides, development of soft skills, communication skills, etc. are also absolutely necessary for any sectors. Cooch Behar College already envisioned the importance of skill development and few measures are already being taken at the campus. The College also encouraged the students and faculty members to participate various events, short term courses, industrial visits for the improvement of academic excellence. This will help them to serve them better to the society. Being located at a remote area, the students sometimes need to improve their soft-skills. The Colleges has already started a course on spoken English and personality development available for all the students after the college hour. In 2021, the college also introduced a free coaching and counselling centre for the preparation of IIT-JAM for science students and 10 students out of 25 students appeared for the examination were qualified. Department of Geography have taken many measurements to enhance the skills on geoinformatics by introducing a certification course exclusively for that. Besides, almost every year, Geography department organized a profession field trip. The Department of English has already taken initiative to introduce a language laboratory for the students. Additionally, most of science departments have courses focusing only for skill development as per the requirements of the industries. Courses like Fuel Chemistry, Pharmaceutical Chemistry, Cosmetics etc. are highly skill-based and it will help students to use their theoretical understanding on industrial applications. The College is planning to start many more laboratories for these courses. The Science departments are also planning to introduce compulsory one-week industrial visit for their students to experience the real situation and requirements for the industry. The college is planning



	<p>to introduce vocational courses on the modern instrumentation techniques such as HPLC, Spectrometers, RT-PCR, Nanotechnology etc. for the students which expose them to multiple career paths, including entrepreneurship. 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 the society and our nation.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>4. Appropriate Integration of Indian Knowledge System (Teaching in Indian Language, Culture. Using on-line Course): The present Institution is very much conscious about imparting Indian tradition and culture to the students. The Vision statement of the Institution contains the traditional Indian Sloka of the Upanishads 'tomaso ma jyotirgamaya' - 'from the darkness lead me towards light', darkness symbolizing ignorance and light symbolising wisdom. The New Education Policy 2020 has focused on imparting Indian Knowledge System and culture in the education system. Cooch Behar College is well prepare to accept these aspects of NEP 2020 as the same is very much part of Institutional Culture. The college is offering honours course in Bengali as well as in Sanskrit. The total number of seats for Honours in Bengali is 130 and 86 for Honours in Sanskrit. Along with the Courses, mentioned above, the College has introduced the Certificate and diploma course in Non-formal Sanskrit Education under Central Sanskrit University (previously known as Rastriya Sanskrit Sangsthan) from 2016 as a Sub-centre under the Centre at Cooch Behar Panchanan Barma University. From the year 2017 this Sub-centre became a separate Centre under Rastriya Sanskrit Sangsthan, now it renamed as Central Sanskrit University. Besides, the Department of Political Science, Commerce and History have jointly organised a Lecture Series, namely, Sri Aurobindo Memorial Lecture Series on "Feel India, Free India" on and from 25th August, 2022 to 29th August, 2022 as a tribute to the great personality in the Indian freedom movement and afterwards became a spiritual personality invoke the spiritual emancipation of human beings ignoring the barrier of so-called Nation State system. Furthermore, the Institute observes the birthday of Swami Vivekananda, the renounced</p>

	<p>Hindu Monck. It 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. Beside this, we also celebrate Rakhi Utsav in our Institution in order to ensure the harmony among the Students, Teachers and Non-teaching Staffs of the College.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>5. Outcome Based Education: NEP 2020 is the first education policy of the 21st century and replaces the thirty-four year old National Policy on Education (NPE), 1986. This policy aims to transform India into a vibrant knowledge society making both school and college education more holistic, flexible, multidisciplinary, suited to 21st century needs and aimed at bringing out the unique capabilities of each student. It aims to provide multi-disciplinary holistic education at the undergraduate level for integrated, rigorous exposure to science, arts, humanities, mathematics and professional fields having imaginative and flexible curricular structures, creative combinations of study, integration of vocational education and multiple entry/exit points. The undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications – a certificate after completing 1 year in a discipline or field including vocational and professional areas, or a diploma after 2 years of study, or a Bachelor's degree after a 3-year programme. The new education policy 2020 (NEP) will enable creative learning among students and boost their employment prospects. Especially, the idea of single regulator would bring in more transparency; reduce entry barriers in terms of time and costs. More importantly, it recognises education as a public good. Our Coochbehar College which being an esteemed college will leave no stone unturned to implement and execute the necessary to get a fruitful outcome of the said. Our College already follows the practice of multi disciplinary and interdisciplinary system in education through several Add on courses, inter disciplinary lectures, seminars, Special online and offline lectures, Remedial class for the slow learners, a well equipped library etc. Coochbehar College provides an ample opportunity to enhance and develop skills among students through several online and offline program. The college offers several</p>

	<p>diploma and certificate course on development of soft skills through COP: Eco Tourism and Management, Women Studies, Communicative English, Computer Applications courses , GIS in Geography , Add on courses, Several skill developing lecture series, BBM, BBA courses, courses for NEET and JAM , health development skills, Green Campus initiative etc. The initiative of development to frame the Language Laboratory is a cherry on the top. Our College holds an opportunity of Distance Education through Netaji Subhash Open University since 1999. It also has capability to provide effective online classes. Coochbehar College has always focused on a well cherished outcome in every field may be it NSS, Sports, various competitive performance ,annual results or etc, it has always set a position of honour. Coochbehar College is and will ever be a shining star.</p>
<p>6. Distance education/online education:</p>	<p>6. Distance Education / Online Education: Modern education systems require knowledge in multi-disciplines apart from the main area of study or degree. A vital pillar of the National Education Policy is liberal education, which sensitizes students to the fundamentally interconnected nature of all human knowledge and inquiry. To cater to the needs of thousands of students worldwide, NEP-2020 expects that all the country's higher education institutions shall be multidisciplinary by 2030 by setting up Multidisciplinary Education and Research Universities. In order to address this dimension of 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 joint collaboration of Banking, Financial Services and Insurance Sector Skill Council of India (BFSISSC) . The proposed courses are 1. Short Term Certificate Programme in NISM XII – for B. Com and BBA Finance 2. Short Term Certificate Programme in IFRS and Accounting -- for B. Com and BBA Finance 3. Short Term Certificate Programme in FSA &amp; Financial Modelling -- for B. Com and BBA Marketing 4. Short Term Certificate program in Digital Marketing -- for B. Com and BBA Marketing 5. Short Term Certificate in Financial plan Construction-- for B. Com and BBA Marketing Introduction of such online skill development courses</p>

is part of the initiatives taken by the college to adopt the challenges of the Higher education institution that has been put forwarded by the New Education Policy 2020. These courses will definitely develop the skill qualification of the students of the Finance and marketing sector of the college beside their traditional graduation degree. Apart from the above initiatives the COVID 19 Pandemic has changed the whole Teaching Learning Scenario of the institution with the opportunity to re-invent modes and methods of teaching. Students and teachers alike have innovated and adapted to new modes of engagement by training in several online platforms like Microsoft Teams, Zoom, Webex, Google Meet, and Google Classroom. Teaching-learning process has been enhanced and supplemented by quality e-resources. Majority of the departments has opened departmental You-Tube Channel of their own to provide online teaching materials to the students, during and after the prolonged lock down due to pandemic. The Cooch Behar College had responded promptly after initial setback due to lock down and arranged 3 faculty development programmes in the month of July 2020, to train up its faculties and support staff so that they can adopt the shift in paradigm in the traditional Teaching Learning System. Cooch Behar College was pioneer in this aspect in whole North Bengal. It had also included the faculties of other colleges of the region. By this way the college had rejuvenated the academics process of Teaching Learning System. In these ways the college is now partially prepared to introduce several distance and online courses in line with the NEP 2020. Our College holds an opportunity of Distance Education through Netaji Subhash Open University since 1999.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5024	4170	3741	3453	2964
File Description		Document		
Institutional data in the prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 82

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
75	74	29	29	27

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
105.47031	99.67386	94.00229	145.98735	31.85002

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

##### Response:

Cooch Behar College is affiliated to Cooch Behar Panchanan Barma University and it follows the Choice Based Credit System for its all courses designed by the concerned university. The institution takes all the initiatives for delivery of the curriculum in an effective manner. In this regard the college takes initiatives like applying student centric practices and making the students understand the curriculum by engaging teachers as facilitators. As a part of practice every Department holds meetings to chalk out their strategies for distribution of subject syllabus or part of it prescribed by the University.

During the period of COVID -19 Pandemic every Department opened WhatsApp groups for each semester separately and the curriculum was delivered to the students through the respective groups. The class routine and other academic study materials, information regarding the evaluation process were intimated to the students through these groups. Moreover, most of the Departments have opened YouTube channels, Google Classrooms to run the academic system smoothly. Some classes are held by using Power Point presentations. 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.
- Feedback from students, performance of students in the internal examinations and class interactions, reflect the attainment of the stated curricular objects.
- The syllabus and previous years' question are digitised and uploaded in the college website for the students.
- Departments analyse the progress of students of their concerned subject and adopt necessary teaching approaches.
- The faculty members monitor the overall performance of the students through class tests, home assignments, percentage of attendance, classroom discussions.
- Conventional classroom teaching is blended with reasonable use of ICT to make the teaching learning process more learner-centric. YouTube assisted learning, experiential learning, participative learning & Problem-Solving method are also used for effective curriculum delivery.

- The Central Library of the College provides the teachers and the students with necessary learning resources for effective delivery of curriculum.

Meeting is held in each Department at the end of the academic year to discuss the course distribution for the next academic session. Based on the expertise of the teachers, the syllabus is allotted to them by the Head of the Department.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 59

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 10.13

#### 1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
950	344	259	220	188

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

The college is mainly a UG Institution affiliated to Cooch Behar PanchananBarma University. The PG courses presently run by the 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.

**Professional Ethics:** Professional Ethics encompass the principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment. The discrete components of Professional Ethics are honesty, trustworthiness, transparency, accountability, confidentiality, objectivity, respect, obedience to the law, and loyalty. Many UG & PG courses covers topics related to Professional Ethics. This leads to holistic development in students apart from academic knowledge in their core areas.

**Gender:** Gender sensitization is integral to the overall growth and development of students. Awareness of gender issues makes them more sensitive and sensitized citizens. Gender sensitization was done through display of posters on women safety tips and organising programmes like Women's Day celebration, discussions and debates. The college has introduced career oriented course in "Women Studies" for addressing gender related issues. Papers .Even papers which don't specifically focus on gender issues have a stronger overtone of gender issues such as the paper titled 'Science Fiction and Detective Literature'. Similarly, the 'Partition Literature', 'Literature of Diaspora' papers also highlight women's struggles through the ages.

**Human Values:** During the year college organized one extension program to provide food and medical relief to the workers of a closed tea garden named ' Madhu Tea Estate' during COVID 19 Lock-down. The extension program was organized through the fund collected from contribution of all staff. This is a clear instance Human Values. A programme on human values was organized by the college with the members of Ramakrishna Mission.

**Environment and Sustainability:** The college has introduced career oriented courses in "Eco-Tourism Management" for environment friendly tourism concept. Moreover, a paper on Environmental studies has been introduced to the students of UG course as compulsory Paper to inculcate the necessary awareness on climate change and other connected issues. This helps the students to evolve into ecologically, environmentally, and socially informed and responsible citizens who are empowered to protect the natural resources while ensuring sustainable lifestyle and developmental model. The campus has been declared "No Smoking Zone Area". By the joint and continuous efforts, NSS and Nature Club of the institution conduct Environmental awareness campaign, promote use of eco-friendly carry bags.

In April 2022 ,WWF -India prepared a detailed report for "Comparative Assesment of Regularly Used Resource and other Management at Cooch Behar College" ,the study and necessary action can provide sustainability by creating a green campus. It enhances environmental responsibilities and builds awareness among all involved members and beneficiaries as well.



File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 35.55

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1786

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

**Response:** Yes

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 73.92

##### 2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2101	1853	1582	1535	1553

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2572	2291	2291	2276	2236

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

**Response:** 60.77

##### 2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
773	784	246	548	773

##### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1010	1021	1044	1033	1033

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 66.99

## 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 using ICT tools

**Response:**

· **PARTICIPATIVE AND EXPERIENTIAL LEARNING:**

**Field visits and excursions:**The students of the college are actively involved in the field visits and excursions to gather first-hand knowledge, experience. The department of Geography, EVS, etc., usually visits to fields and collect primary information.

**Factory visit:**Visit to a factory, industrial area, business firm is a common practice in department of BBA. The market research, consumer behaviour study etc., are been carried as per their requirement of the curriculum.

**Experiments:**Learning by doing is the best way of learning. The department of physics, chemistry, geography, GIS and computer science, frequently use their respective laboratories to for their experimental learning. Further virtual labs are also used to enhance and supplement the conventional learning.

**Sports:**Apart from the class room studies, a students are actively involved in various sports completions at inter- college, intra- College level and annual sports meet of the college. Along with male participants a good no of female participants are also involved in sports.

**Add-on Course & Quiz Competitions:**It is mind sport to measure the growth of knowledge. The college organised inter- departmental quiz competition on the occasion of Golden Jubilee Celebration, 2019-20.

**Special Lecture Sessions:** A special lecture series was been frequently organized by department of Geography, Political Science, English, Bengali, etc. It is most popular method in participative learning approach.

**Cultural Programmes:** Various cultural programmes like Saraswati puja, Fresher's welcome, Holi festival Celebration, College foundation day etc., is being organised in the college.

**Youth Parliament:** A good number students participate in youth parliament competition conducted by the government. It helps to make aware and concern on social and political issues of the country.

**Seminars/workshops:** Various seminar and workshops are being organised by the various department of the college. In addition to that departmental group are frequently used participative learning techniques practiced in the college.

**Community service experiences/projects:** The survey, field visit and NSS Camp among the local community of Cooch Behar for the fulfilment of the curriculum is common practice of this institution.

#### PROBLEM SOLVING METHODOLOGIES:

**Skill Development programmes:** The course like Carrier Orientation Programme (COP) within which Women Studies, Spoken English are being taught. Moreover Non-Formal Sanskrit Education courses are administered in the college for overall knowledge of Sanskrit language.

**Placements Programmes:** The dedicated Placement cell of Cooch Behar came into form in the year 2019 to run all types of placement related activities. In the month of September in the year 2019 ETV Bengali initiated a placement drive. In the month of January, 2020 the Chennai based General Insurance company ran a placement drive where 50 active participants.

**Orientation Programmes:** Library Orientation Programme are being organised in the college to aware the students of the college regarding use of library, rules, process of borrowing books, information retrieval, use library website and resources, e- resources and best practices in the library. Apart from the library orientation, Students Orientation Programme is also being organised for better understanding of course curriculum, Examination, CBCS structure, etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 91.41

**2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
75	75	38	34	34

File Description	Document
Upload supporting document	<a href="#">View Document</a>

**2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 90.6**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
68	60	31	27	26

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient****Response:**

***Mechanism of internal assessment is transparent and robust in terms of frequency and mode :***

- The college plans and organizes a continuous internal evaluation system for the enrolled students through 1. Class tests, 2.Viva-Voce, 3. MCQ test, 4. Project work, 5. Lab work, 6. Field work. Setting of question papers and evaluation of the answer scripts both are done by the departmental teachers confidentially. The evaluation of both scholastic and non-scholastic domain may vary

from department to department according to the subjects. Result of the internal assessments is declared within a definite time interval and sent to the university for entry in their semester end marksheets.

- Students who get poor grades are allowed for special remedial classes for their improvement. Performance of every student is shared with their guardians by conducting Parent-Teacher meetings.
- The Examination system has been changed to the CBCS system from (1+1+1) pattern by the university from the session 2017-18. Internal evaluation has been imparted a vital role in the total evaluation process by CBCS system for each subject separately. It is a part of the curriculum of the Cooch Behar Panchanan Barma University.
  - Continuous Internal Evaluation process carries 6 marks in each paper of each and every subject. In B.COM Project Presentation had been introduced as a core paper for application aspects of knowledge. In Environmental science and BBA, Project Presentation and summer internship had been introduced as a core paper respectively...
  - The UGC-NSQF Skill Courses in Geoinformatics (Certificate & Diploma) have introduced since 2020. Both the Academic & Skill components are judged by Skill Assessment Board & the University nominees.
- Academic calendar is prepared to inform the students about their internal assessment at the beginning of the session through the college website and departmental notice.
  - During the pandemic situations all departments arranged their synchronous classes through Google meet. The asynchronous classes (Videos) are uploaded in google class room. The teachers have also provided study materials and class notes in the online platform through Google Classrooms created by respective departments. Class tests, Viva-Voce, MCQ tests all the internal assessments were performed smoothly by Google forms and Google classrooms. Attendance and marks of the .tests were also recorded by the teachers
- ***Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient :***
  - For proper functioning of the Continuous Internal Examination, the college prepares the academic calendar at the beginning of academic session. This academic calendar contains tentative dates of internal examinations and final tests. The evaluated answer scripts are handed over to the students and special care has been taken for the slow learners and the students who get poor marks. The marks are recorded in the departmental record book and are shared with the guardians during parent teacher meetings. So, teachers are naturally involved in the entire process of the internal examinations and evaluations process. Grievances are addressed by the Head of the concerned department and finally by the Principal. Therefore, no grievance from students the entire process is very transparent.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

**Response:**

**Response:**

- For the benefit of the students, Programme outcome, Program specific outcome and Course outcome along with prospects of studying those are prepared and displayed on the website of the departments linked to the college website.
- Information regarding Programme and courses are given to the students just after the admission at the Orientation Programme. The website acts as a medium of communication between the institution and the students from the very beginning of the session.
- Even the distribution of syllabus and lesson plan according to the courses is handed over to the students at the beginning of the session through departmental website and personal websites of the faculties.
- In addition to these, the teachers and mentors regularly convey the outcomes and prospects of the Programmes and Courses guiding them further towards desired goals.
- The dynamic website of the institution websites is regularly updated and important information regarding Programmes along with their codes is provided through it. Even attendance report of the students in each Programme is reflected in the website.
- Study material with reference to the course and useful links related to further studies are also provided in the departmental websites.
- The website of the library also provides details of syllabus and link for study materials. The college website regulates all the information and links and makes it easy for the students to get a glimpse of the relevant news.

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution.

**Response:**

- Programme specific outcome and course outcome is prepared by the departments at the beginning of the academic session and shared with IQAC so that progression of syllabus with reference to desired outcome can be monitored by IQAC and Academic Council.
- Scope of further improvements depends on the feedback provided by the students and other stakeholders .
- While the academic progression of the students are evaluated based on course outcome ,regular participation of the students in various extra- curricular activities like cultural activities, sports, NCC, NSS, publication of wall magazines, debate, extempore depicts the creativity, team-spirit, sportsmanship, leadership quality, soft-spoken skill of the students.
- Internal and External Mentors also keep a check through interaction with the students on the.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.2 Pass percentage of Students during last five years

**Response:** 79.6

#### 2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
939	740	361	723	550

#### 2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
977	1069	600	719	797



<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response:</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all students on roll	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:** 658000

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	88000	150000	120000	300000

**File Description**

**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

**Response:**

Creativity, innovation, and entrepreneurship remain at the heart of The National Education Policy (NEP) 2020. The Ministry of Human Resource Development (now, the Ministry of Education) has recognized that India lags behind when it comes to research, innovation, and entrepreneurship. This lack of creative and critical thinking mainly stems from the fact that the current educational framework does not award such thinking. This has resulted in stagnation of Intellectual properties, local manufacturing, and self-sustainability. Creativity leads to innovation and innovation eventually results in the generation of Intellectual Property.

The College supports a favorable environment for the promotion of Innovation and Incubation. Our college is primarily an undergraduate college, so the research scope is limited, however, our faculties are involved in many collaborative research activities with many states, national, and international level institutions like Cooch Behar Panchanan Barma University, Uttar Banga Krishi Vishwavidyalaya, IIT Delhi, University of Connecticut, etc. The college is yet to open the innovation and research center inside the campus. As per its capacity, the institution has provided all the required support to the faculties and students in the research activities. All the faculties are highly encouraged to apply for interdisciplinary funding opportunities throughout the year. The College library and faculties are always available to support the students in writing papers and executing their research projects for the benefit of society. Overall, five faculty

members are research guides and under whom eight students are enrolled in subjects like Geography, Sanskrit, Bengali, and Chemistry. They are also encouraged to work with other departments and institutions on interdisciplinary research activities.

Regular discussion activities on research, seminar, workshop and guest lectures on recent advancements in the research areas in the respective subjects are conducted throughout the year. Students get the opportunity to know the recent research activities in their field and they are encouraged to meet eminent persons during those sessions. The college has started an add-on course that mainly covers highly multidisciplinary and research-oriented content outside the regular syllabus. Faculties from other departments and intuitions visited and shared their knowledge with the students in the respective fields.

The College has initiated to the opening of a Research Cell whose primary objective is to support students in their minor projects. Many minor projects are sanctioned by college funds and undergraduate students get the opportunity to work directly with the faculties on several socio-economy and other technical aspects related to the local areas. College also supports financially to attend conferences/seminars. In addition to all of these mentioned above, the College has also started an environment to transfer the knowledge regarding admission, counselling and coaching of IIT-JAM at free of cost. Ten students out of 25 have qualified the examination last year from the college.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### **3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**

**Response:** 92

#### **3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
47	26	9	10	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years**

**Response:** 82.93

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
21	11	17	11	8

**File Description**

**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 57.32

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	14	6	4	8

**File Description**

**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

Extension Activities aim at enabling our students/volunteers to develop social responsibility and learn by doing it. Our extension activities have multiple dimensions such as National Service Scheme (NSS), Drama Club, Swachh Bharath Abhiyan, etc. Our college has organized the Women's Empowerment Programme – by organizing International Women's Day Celebration, a voluntary Blood Donation Camp at the campus, conducting Road safety awareness rallies for the Public, Social surveys in the villages by NSS volunteers, etc.

The college has two NSS units that organize many activities and groom students to understand the beauty of selfless work for the community. Besides these, the institute celebrates and encourages others to organize activities that can bring social harmony as well as awareness among the nearby communities. Being located in a remote part of the country, the college family feels the necessity to do these activities for the overall growth of the nation. During the pandemic, the college tried its best with its capacity to help the needy by donating limited items in nearby areas as well as conducted many awareness programs related to Covid-19. In the last five years, the College has carried out many extension activities.

Both the NSS-I and NSS-II units organized several events in offline and online events for the welfare of societies. NSS units focus on sensitizing social problems and taking necessary steps for the betterment of society. These social outreach programs hugely impacted the students' holistic development as they come across different categories of people and their living standards.

NSS unit-II organized a “Special Camp” at Debendra Nath R.R. Primary School on many social issues for seven days. The members cleaned the campus and the neighborhood, and brought awareness to the villagers regarding the importance of social distancing, wearing masks, using sanitizer, etc. All the teaching and non-teaching staff collected personally INR 105306 and organized a Covid-19 relief activity at the Madhupur tea garden area where a total of 211 beneficiaries received some basic rations. NSS-unit II also organized a special camp for seven days at Bapuji High School, Guwahati where 50 volunteers took part and brought awareness of many social aspects to the villagers. The NSS volunteers of this unit actively participated in 29th Road Safety Week 2018 organized by Cooch Behar District Police during the period from 11th January 2018 to 17th January 2018. They had raised voices of ‘Save Drive and Safe Life’ and made the people conscious about road safety and safe driving. A blood donation camp was arranged every year in the college camp. In 2018, the NSS-unit II conducted a special camp for Kerala Flood relief. Free medical check-ups and free eye check-up camps were organized in collaboration with local doctors and hospitals. Besides, the college celebrated all the important national events such as Independence Day, Republic Day, International Yoga Day, etc. Many sanitization programs such as awareness on AIDS, tobacco use, dengue, legal awareness camp, program on hepatitis, Covid-19, etc. were organized throughout the year. The College proudly celebrated Golden Jubilee Year also.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

**Response:**

Both the NSS units are very active throughout the year in organizing various events comprising awareness programs, sensitizing programs, and important National programs, and also the volunteer takes part in several events organized by the State and Central Govt. of India.

4 NSS Volunteers, Unit-I Cooch Behar College had represented West Bengal State Contingent of National Integration Camp at Central Institute of Technology, Assam organized by Govt. of India, Ministry of Youth Affairs & Sports on and from 14-02-2020 to 20-02-2020. **One** NSS Volunteer, Sourav Kumar Roy got the best paper award for outstanding performance in Young Scholars National Research Writing Competition, 2021. The paper is entitled “Challenges and Opportunities of Ecotourism at Lepchakha Hill Hamlet in West Bengal” & it was published in the Book “Reflections on Business and Economics”, published by: GUTENBERG, Mindshare ISBN: 978-93-93937-09-4. Dr. Tapan Kumar Das. Coordinator of NSS-Unit one NSS volunteered, participated, and represented NSS-Pre Republic-Day Parade Camp (Eastern Region) at Kokrajhar, Assam. Ria Dutta, NSS Volunteer, Unit-I, Cooch Behar College represented West Bengal State Contingent of East Zone Pre-Republic Day Parade Camp at National Institute of Technology, Durgapur, West Bengal organized by Govt. of India, MoYA & Sports on and from 08-11-2019 to 17-11-2019. Satyajit Roy, NSS Volunteer, Unit-I & Nandita Sutradhar, and Unit-I, Cooch Behar College had represented West Bengal State Contingent of National Youth Festival at Lucknow, Uttar Pradesh organized by Govt. of India, Ministry of Youth Affairs & Sports on and from 12-01-2020 to 16-01-2020. Dr. Tapan Kumar Das was awarded Best NSS Program officer in 2019 by Cooch Behar Panchanan Barma University for his outstanding service.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years**

**Response:** 73

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

2021-22	2020-21	2019-20	2018-19	2017-18
18	8	14	13	20

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

<p><b>3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:</b></p> <p><b>Response: 11</b></p>	
<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

At present, our college has a student strength of 5061 and 35 full-time teachers, 40 Sate Aided College Teachers. The College Campus is spread over an area of 17 Acres. There are 32 classrooms of which 5 have a projector and are ICT enabled. The college has 13 well-equipped laboratories including 4 computer laboratories and one big Seminar Hall used by the departments for compulsory classes, seminars, workshops, special lectures and various cultural programmes. The central library is the ground floor of the main building and it has 31175 books and access to e-books and e-journals through N-List and also has a computer section where the students can access the online study materials. There is an open stack section and reading room. Apart from this, most of the departments have a Departmental library that caters to the specialized needs of the students. RUSA funds have been utilized to renovate and enlarge the central library. The college has 90 computers of which 80 are being used directly by the students. To increase this figure and also it is used to the needs of the students arising due to the implementation of the CBCS syllabus, a dedicated more than 100 MBps fiber optic internet line. Our College has four well-equipped Science Departments Physics, Chemistry, Mathematics and Computer Science Department. Apart from the science department, the Department of Geography has two laboratories including the Cartography and GIS Laboratory which is also important for social science departments that attract the students' attention towards the subject. The Department of Geography has a well-furnished laboratory with equipped instruments such as Total Station, Digital planimeter, water quality, air quality soil characteristics measures types of equipment along with most of all cartography laboratory instruments and ArcGIS and ERDAS like advanced software for mapping in our GIS laboratory. Our College also has BBA and BBM Self-finance based departments to fulfill the present needs of their occupation.

We Have a Physical Education Department with a well-equipped gymnasium, Table Tennis Board, Treadmill For aerobic Activities, Multi-gym, that has adequate equipment for the physical training of the students and teachers to fulfil the present needs of our students. Our College has a playground where various activities related to sports, games and cultural activities are done likes The Football, Cricket, Hand ball, Volley Ball , Badminton tournament , Athletics Meet are organized and also used by the Students' Council for organizing Annual Social (cultural festival), Basontotsav, Fresher's Welcome, Saraswati Puja and many such programmes. Our playground is also used for events related to sports and culture, and various fairs organized by the government. Students' Common room has facilities for Carom board for the recreation of the students. The college also encourages the students to perform yoga and has celebrated Yoga Day. The open corridors and courtyard of the institution are used for it.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>



**4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)****Response:** 45.3**4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
8.11318	95.10388	31.82912	47.86136	33.15915

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library****Response:**

Our Library disseminates knowledge through our collection, services, technologies and staffs. The library provides information service to the students, faculties, staffs, through the 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 division. It is situated at the ground floor of the middle of the academic campus of the institute and is the hub of all the academic activities of the institute and provides comprehensive access to literary resources. The Library has automated in the year 2016 with the LMS software developed by AIDNI INFOTECH, a local vendor. The new **KOHA Integrated Library Management Software** for the library is being installed and started functioning from the current year 2022.

**Nature of Automation:** Full**Year of automation:** 2016**Software :** 1. AidniInfotech

Version : Nil

**Year of Function:** 2014

## 2. Koha 22.05 (Cloud )

Year of Function: 2022

## Library facilities

- The Central Library functions from 10.00 am to 5.00 PM.
- The library is also functioning on Saturday.
- Library website of the Institute is functioning by 24/7 to provide digital content.
- Library Web OPAC service (Online Public Access Catalogue) can be accessed through the internet, hence our user community can access the catalogue from anywhere at any time.
- We have NLIST consortium for online journal and eBooks.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

## 4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

## Response:

All the computers in the campus are connected through LAN and Whole campus is internet connected with the help of 14 routers. password has been given to the teaching, non-teaching staffs and all the students for easy access internet facility and also 5 computers has installed in college central library. In total 90 computers have used in our college out of which 80 for students only. 2 computers install in staff room for our teachers only, 2 computers installed in library-staff cabin for research work and remaining 4 computers have installed for office use. We have total 4 computer laboratories in the department of Geography, computer science, Mathematics and BBA to increasing demand of computer based learning. College has adopted Enterprise Resource Planning (ERP) system. Using ERP and administrative tasks such as accounts, student's information, student's admission, preservation of students' data are managed in an integrated manner. "http://:coochbeharcollge.org.in" is the official website of our college where all the official notification and important information are provided time to time and also total admission process has done through this site. Along with this website an Android based mobile app has launched in the name of Cooch Behar College which is also available in google play-store. by this app, students get instant notification in their phone. every department has created own google class room and youtube channel to provide online teaching process during covid side by side another youtube channel also maintain in the name of Cooch Behar College to conduct seminar and workshop through online mode.

Our college central library has maintained by the local software named by LMS, and in last year we adopt **Koha, Aidni Infotech** software's which is more efficient to record all the data. Online library system has linked with our official website and app for that any student can easily access all the library information

like- searching the books, previous year question paper, different open access journals and magazines and books. Our college has secured by 48 CCTV camera which is running 24X7 and all the videos have recorded in our central computer. 100 Mbps speed internet connection service taken from BSNL, Railtel, TATA Company. For regular maintenance of the IT infrastructure, College has created "Repair and Maintenance committee and the committee members takes care of all IT related problems. Annual maintenance services taken from local service provider to maintain our computer, printer, xerox and other IT related instruments.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.3.2 Student – Computer ratio (Data for the latest completed academic year)

**Response:** 62.8

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 80

File Description	Document
Upload supporting document	<a href="#">View Document</a>

Other Upload Files	
1	<a href="#">View Document</a>
2	<a href="#">View Document</a>
3	<a href="#">View Document</a>
4	<a href="#">View Document</a>
5	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

**Response:** 28.17

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
29.69734	19.43193	41.01235	26.34560	17.87206

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 58.87

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3308	2895	2088	1645	1456

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

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#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 9.55

##### 5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
30	25	76	17	1700

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 5.2 Student Progression

#### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 16.89

##### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	152	148	137	60

##### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
939	740	361	423	550

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 80

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
23	9	5	3	4

**5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
25	15	5	5	5

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 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 last five years**

**Response:** 85

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at**

*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
03	09	26	25	22

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 8.6

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	03	09	13	7

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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

**Response:**

Having an active alumni network is immensely beneficial to the students studying in any institution or college. Young Alumni and students can benefit in their professional lives by learning from senior alumni, getting to hear about interesting job opportunities and so on. Young alumni should volunteer the time and take various initiatives for the development of their Alma Mater. Because a College or an educational institution provides an excellent platform to build or hone their leadership skills. The Alumni enjoy and gain professionally by participating in the various alumni association activities. There is also knowledge



sharing exchanging of views between the present learners and the alumni. Through this regular interactions , colleges or educational institutions are also able to keep track of their alumni's progress and identify those they can reach out to for mentorship and placements. The more engaged is the college is with its alumni , the easier it gets to place its students. The placement committee meets with influential alumni who are in position to decide one where to go for campus placements and invites them. With placements being one of the biggest draws of applications for a college , alumni engagement will prove to be a good strategy. But this strategy will work only as a cyclic process . Colleges also need to instil essence of pride and loyalty in their students. Which in turn will make them emotionally invested in their Alma Mater's success, nudging them to give back through financial and non financial means. In this strategy lies the motivation and as well as the reward for both the alumni as well as the institutions.

Cooch Behar College has an Registered Alumni Association, which strives to promote an enduring and cordial relationship between students and their Alma Mater. The Alumni have contributed liberally in the Golden Jubilee Celebration of the College towards the development of the Institution and the fund contributed by the Alumni Association may well be utilized in the form of Scholarships , endowments, financial support to the poor and needy students and organising various lectures by the eminent personalities in their respective fields and so on. The involvement of Alumni in supporting and providing contributions voluntarily to their college is important for maintaining and expanding the development of a college. It can also provide crucial support based on its experience in enriching the students holistically while being at college. Every alumnus has experience while being a student to become a unique and outstanding graduate and hence there is a potential for all alumni to contribute to the institution in different ways and scale. So, in keeping with this spirit, Cooch Behar College Alumni Association has always been with us in its different capacities as required time to time for developing infrastructure and providing new outlook to our college by contributing in different ways like financial or strategic support whenever it was needed.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

The empowered team of the college involves Principal, convener 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. For example, there are IQAC, Finance Committee, Tender Purchase & Construction Committee, RUSA monitoring committee, Public Appellate Committee, Examination committee, Library committee, Sports committee, Academic committee, Admission committee, Cultural committee, RTI Committee, NSOU Monitoring Committee, Canteen Committee, Anti-ragging Committee, Beautification Committee, BBM Monitoring Committee, Internal Complaints Committee, UGC Committee, NAAC Steering Committee and above all there is strong and active Teacher's Council. 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.

Further, the progress of the teaching process is periodically monitored by teaching register. The Principal continuously monitors each room individually by physically visiting different departments for teaching-class, other class room activities, movement of students in the corridor or verandah and inside the college campus. 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	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2 Strategy Development and Deployment

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc**

**Response:**

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 Programme Committee Coordinators regarding their activities.

#### **Service Rules:**

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.

#### **Promotional policies:**

The institution follows the good academic standards, provides multiple facilities to poor students. Scholarships like half fee and full fee are given to the poor but meritorious students and to those who have secured above 75% marks in higher secondary exam.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

### 6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

**Response:**

**The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

**The college have a "Cooch Behar College Employees Credit Co-operative Society" for the benefit of employees. This Co-operative was established 1990. All the permanent staff are the members of the Co-operative Society. During the year 2020-21 State Aided College Teachers are also included as the members to the co- operative society.**

**The Co-operative provides Short Terms Loans @ 9% p.a. rate of interest and Medium Term Loan @ 12.25% p.a. rate of interest to the members through The West Bengal State Co-operative Bank Linkage in their emergency need. 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 mortgage or guarantee support. The entire teaching and non- teaching community have been benefitted of the welfare scheme has been successfully running since its inception. There are total 85 members of the cooperative at present in the year 2021-22.**

Year	No. of Beneficiaries	Amount of S.T Loans
2018-19	11	14,52,077.00
2019-20	12	8,61,000.00
2020-21	11	17,30,000.00

2021-22

14

20,15,000.00

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.

Apart from that college also grant Maternity Leave to the women employees, Child Care Leave, Paternity Leave to its employees as per specified Leave rules of the W.B Govt. with due permission of the Governing Body. In addition to the above leaves college authority always encourages its faculties to participate in various Seminars, Workshop Symposia and other academic programmes. Governing Body provides on duty leave to them and also gives financial assistance for such activities.

The college also provides financial support in the form of Special Puja Allowance and Interest free Puja Advance before the festive season to all its employees of different category. The college authority arranged various technology up gradation training programme, Motivates the faculties for pursuing Ph.D, provides parking facility, Canteen Facility to the students and staff, free health check up for staff and students, free Internet/Wifi for all employees.

During covid work from home facility given, COVID vaccination for staff was arranged, online counselling arranged during COVID to manage emotional stress and anxiety of staff etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 2.99

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	2	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

**Response:** 37.83

#### 6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	14	65	20	02

#### 6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
23	05	16	16	10

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

**Institution has strategies for mobilization and optimal utilization of resources and funds from various government organizations) and it conducts financial audits regularly (internal and external)**

**The institution have a sound Internal Financial Control Mechanism. The financial matters and accounts a**



the Bursar of the college. The financial payments are passed either through finance sub-committee or through the Bursar and principal. Separate Grant registrar is maintained all Govt. grants including the Salary Grants received from the Govt. The utilization certificates of all the payments under Govt. and Non-Govt. are submitted for partial audit from independent external auditor. Apart from the above partial audit of different grants, the college is regularly audited by an independent auditor appointed by the West Bengal Higher Education Department. During the period such audit work could not be conducted due to prolonged lock down of the educational institution. On the commencement of the unlock period the work has been reinstated and Audit work of the D.P.I. is now completed up to 2019-20. However, the internal control mechanism had functioned during that period as well.

The college derived 2.0 Crore Development Grant under RUSA 2.0 Grant Scheme of the Government of India. The progress of the said grant was monitored by a Separate Committee. Physical inspection has been conducted in the progress and development the college performances in utilizing fund under RUSA 2.0 Grant.

As per the regulation of the Government of West Bengal overall financial statement of the college is audited annually by an auditor appointed by the director of public instruction, Govt. of West Bengal.

The college has an internal administrative & financial affairs coordinating and monitoring mechanism through Internal Audit Committee and Purchase & Tender Committee. All purchases are followed by proper quotation and rules and regulations. The committees have their own power and functions. Apart from that audit work is done by 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. All grants are planned and monitored by the committee Proper accounts are maintained by college through cashbook, Ledger, etc.

Major payments are released with prior approval of the Finance Committee All the collections are deposited in the bank. Only authorized persons can operate through the bank. All expenditure recurring and nonrecurring are incurred through bank. All type of actions is reported to the Governing Body for approval. Construction works under Govt. grants are monitored by Government Department, while constructions under college funds are monitored by the Construction Committee. A Civil Engineer as Supervisor of the work.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

The IQAC cell of the college had already succeeded in starting MA Program in Geography and English, and planning for MA in Bengali and Sanskrit from the current academic session. The college also opened BBM in Aviation Hospitality and Tourism.

The Institution had introduced Certificate and Diploma Program in Geo-informatics with the permission of UGC as part of National Skill Development Program in line with the NEP 2020.

The IQAC has initiated the process of obtaining RUSA 2.0 Grant during the year 2018-19. The college obtained a grant of 2.0 crore under RUSA 2.0 Grant Scheme. Competent and active persuasion of IQAC resulted in deriving 5.0 crore Building grant from North Bengal Development Department. One three storied building construction is going on with that grant.

During COVID 19 Pandemic the college arranged one food and medical assistance distribution camp among the tea garden worker of "Madhu Tea Estate" on 15/06/2021 The camp was organized thorough donation and contribution made by all staff of the college.

During COVID 19 pandemic and the resultant prolonged lock-down and suspension of offline traditional classroom teaching IQAC cell of the college had arranged two days faculty development program on 1st and 2nd July 2021 on in this During COVID 19 pandemic and the resultant prolonged lock-down and suspension of economic activity all over the country which severely affected all sectors of the economy particularly the rural masses IQAC cell of the college had taken initiative to reduce the college fees for two successive years with proper permission of the Governing Body of the college.

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.

In addition to the regular review systems, as mentioned earlier, IQAC cell of the college took active initiative during the COVID 19 pandemic period and the resultant closure of entire offline class system from March 2020 to Jan 2022, in the form of conducting Three Faculty Development Workshops ( Two in 2020 and one in 2021) for capacity building of the faculties in better Teaching under online system of education. This had developed the Teaching Learning system during lock down to a large extent as the faculties were greatly enriched to adopt the new system of education using modern technologies.

File Description	Document
Upload Additional information	<a href="#">View Document</a>



**6.5.2 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

##### Response:

#### Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

The Institution always promotes gender equity among the staff members and the students within and off the campus, organizes various programmes and to celebrate different National and International commemorate days such as World Yoga Day, National Constitution Day, Independence Day, Republic Day, Holi, Saraswati Puja, World Environment Day and so on. Moreover, The College has Drama Club, Cultural Committee to celebrate these days in a colourful way. During the last five years the college celebrated its Golden Jubilee in 2019. The Inauguration programme of Golden Jubilee Celebration commenced by a March Past through the Town which was a perfect blend of Folk Culture and various Patriotic Song.

Following gender equity programs organized by the institution during the last five years

The present institution runs carrier-oriented course with three different programmes of certificate, diploma and advanced diploma on women studies to sensitize as well as create awareness on gender equity among the students. The institution also encourages various research programmes on this field. The women study cell regularly organizes seminars, workshops and field study etc. on the said field.

The women study cell organized a programme to celebrate The International women's Day on 8th March 2020. The number of participants in this programme was like this: Female-47, Male-36.

During the year of 2020 to 2021 the women cell of the present institution organized an international webinar on "Gender and Development: Emerging Issue-in recent pandemic situation" on 1st July 2020. Again, the cell organized another international webinar on The International women's Day on 8th march 2021.

Furthermore, the present institution always encourages the girls' students to participates in different programmes. And lady faculties also are included on equal basis in different committees of the college.

The International women's Day is observed to sensitize the girls' students on gender equity to groups and personal interactions are also taken care of. The present institution offers separate common room for girl students for their refreshment during college hours. The girl students also have separate washroom for their use.

The lady teachers are also taken care of by the institution. the college has internal compliance committee for addressing any issues relating to sexual harassment in work place. They also have separate washroom

for their use. Two napkin Vending Machines were installed one in Girls Common Room and One in Staff Common Room for the benefit of the female students and staff.

The College also organized 3 days Sri Aurobindo Memorial Lecture Series to commemorate 150th Year of Birthday of this Saint and Yogi of Modern India on 26th Aug to 29th Aug 2022

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** A. 4 or All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

The present Institution has a reputation to uphold the inclusive social Environment. There are instances where a student from other than Hindu community was assigned the responsibility to organize the things in Saraswati Puja. The Institution has students as well as faculties from different cultural sections.

The College has students as well as teachers are from General caste, Scheduled Caste, and also from Scheduled Tribe Community. Most of the students of the present Institution are from Rajbangshi Community. They generally speak in their own colloquial language. Many from the faculties also speak in that language, and even those who are from other than Rajbangshi Community can speak in this language. So, it can well be opined that the College uphold the environment of linguistic harmony. All of them can avail all the opportunities those they entitled for, without any discrimination.

There was one student from Nagaland during the session 2017-2020 in the B.A. Programme Course. Again, the College got one student from Katihar, the state of Bihar in the B.A. Programme Course with Physical Education as DSC-I during the session 2018-2021.

The college also tries to uphold socio-economic harmony and to at the same time tries to mitigate the economic differences among the students by waving off half as well as full amount, as the case may require, from their tuition fee. There is another provision to minimize the economic gap among the students, and that is student welfare fund. The Students of this College contribute a fixed amount to help their fellow students, from needy family, during the time of their form fill-up for examination

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

#### Best Practice – 1

**Title of the practice: No Vehicle Day**

#### Objectives of the Practice:

On the 1st day of every month, No Vehicle Day is observed in our Cooch Behar College. The main objectives are: -

To raise environmental sensitivity and awareness among students about vehicular pollution. To create awareness about global warming caused by fossil fuel burn and its impact on Indian economy. To encourage for using the bicycles and public transportation systems in reducing carbon footprints.

The “No Vehicle Day” initiative aimed at serving several purposes. It can help to reduce pollution caused due to the smoke emanating from vehicles. The concept is also to promote public transportation as it helps to conserve energy and lower emission because the number of vehicles has been reduced. The main principle is to spread awareness among individuals including students, teachers, staff, parents, neighbors etc. at least to keep a day away from our greed of exploitation.

The outcome of this practice has turned to be positive as since 2016 it is observed that on the very 1st day of every month not a single individual reaches the college with their vehicle. It reflects the consciousness and duty of an individual towards their environment as doing something is better than nothing.

### **The Context:**

To live a healthy life, a healthy environment is a must. But now a days it has become next to impossible as getting a day without any traces of pollution is unimaginable. A lot of harm has been done to the environment and to us too. We all know that pollution is one of the burning issues which should be fought unitedly. A small step can lead to a giant leap. So, in this context to become worthy at least for some cause for the sake of nature, ourselves, locality, society, nation we must do something rather than nothing. Our Cooch Behar College has set its foot to start something on this field. So, in a bid to promote road safety and reduce pollution caused by vehicles, Cooch Behar College has taken an initiative to observe a “No Vehicle Day” once a month since 2016.

All employees and students come to college as pedestrians, via bicycle or by public transport on the first working day of every month. This day is celebrated as “No Vehicle Day” in our college. This initiative was aimed at promoting a culture of healthy living and encouraging the use of public transport. But we all know that there are many challenging issues. It is just a drop to the ocean. The problem is vast but the step cannot provide a complete solution. Coming years, a lot more steps to fight this issue must be introduced.

### **The Practice:**

The term ‘pollution’ means the manifestation of any unsolicited foreign substance in something. All this is mainly caused by human activities which harm the environment in ways more than one. Pollution affects the quality of life more than one can imagine. It works in mysterious ways, sometimes which cannot be seen by the naked eye. However, it is very much present in the environment.

Therefore, an urgent need has arisen to tackle this issue straight away. That is to say, pollution is damaging our earth severely and we need to realize its effects and prevent this damage. A consciousness of the environment is a must for the youth of future generations. The practice regarding knowledge in the context of Indian higher education is prominent. Pollution, its causes, effects and solution are a must be included in the curriculum of the learners. Environmental Education (EE), therefore, has an evident role to play if the issues are to be grasped and if all concerned are to be provided with the knowledge, skills, and attitudes to modify the existing situation for the better.

Thus, our Cooch Behar College in a unique way has started to observe the “no vehicle day” as a practice in favor of all and foremost for the nature.

## **Best Practice - 2**

**Title of the practice: Felicitation of students and Teachers for excellence.**

### **Goal:**

- To ensure better academic performance of students.
- To involve the teachers in research-oriented activity.
- To develop confidence in students to face the examinations. To boost up the academic vision of the major stakeholders.
- To encourage students for Co-curricular/curricular activities.
- To encourage students in general to be involved in such activities that can lead them to the path of success.

### **Context:**

Cooch Behar district is one of the most backward districts of West Bengal. Majority of the total population of the district are belongs to SC category. Besides poor economic conditions, the educational scenario of the district is gloomy. Many social and economic factors are there behind this condition. But instead of these stumbling blocks there are some students who have shown their excellence in different sectors. The college is very sincere in nurturing of such with utmost care. Programs like remedial coaching, tutorial class and personal discussion are adopted for further improvement of the students. So, the college takes new initiatives ‘Felicitation Activity’ to boost up the merit-based performance of the students and augmented research activity of the teachers. The felicitations of such activities are arranged on the foundation day of the college every year. And, it is seen that the feedback of such felicitation activity is very positive.

### **The Practice:**

Students are informed by the faculties, notice board and college website, as well as by mails about the annual felicitation program. The ‘Teachers’ Council’ with the help of IQAC prepares the list of awardees after checking results details of the students and research publication of the teachers. Then the probable awardees are informed by letter, by phone and also by mails and through college application. Then in the meeting of ‘Teachers’ Council’ detail schedule and prize items are prepared and some teaching and non-teaching staffs deputed to purchase the prize materials.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

#### Portray the performance of the Institution in one area distinctive to its priority and thrust

Cooch Behar College is marching ahead towards accomplishing its Mission and Vision with a dynamic IQAC and visionary leadership of the Management and cooperative staff members.

This constant persuasion towards excellence has gained a distinctive position in the district. The present Institution is the only College in the District of Cooch Behar providing four stream of education, viz., Arts, Science, Commerce and Management. Such a variety of subject combinations provide distinctiveness to the institute in the district.

The College has also introduced Post Graduate Course in Geography from the academic year 2018-2019 and in English from the year 2019-2020.

Also, it is the only institute to open Geo-Informatics Certificate and Diploma courses with permission of UGC as part of skill development initiative of the Government of India under New Education Policy 2020. During the year 2022 ten students has been placed as trainee in different companies.

Only this college offers Non Formal Sanskrit Education Certificate and Diploma courses in collaboration with The Central Sanskrit University, Delhi. The students of other colleges also get admitted to these courses as an Add on Courses.

**During COVID 19 Pandemic period and the resultant closure of entire offline class system from March 2020 to Jan 2022 this College took the pioneering role through its IQAC cell took active initiative in the form of conducting Three Faculty Development Workshops ( Two in 2020 and one in 2021) for capacity building of the faculties in better Teaching under online system of education. No other college took such a visionary step towards this newer mode of online teaching learning system.**

The IQAC has initiated college funded Micro Research Grant for student-based research projects under the supervision of faculty members. This small research grant initiative has created an environment for inter-disciplinary research among the students. Such a self funded research initiative of the students is unique in the whole district.

During COVID 19 Pandemic the college arranged one food and medical assistance distribution camp among the tea garden worker of "Madhu Tea Estate" on 15/06/2021 The camp was organized through donation and contribution made by all staff of the college.

The Institute has introduced Soft Skill Development and Spoken English courses in 2022.

This is the only college which have introduced training programme of JAM for the Science students from 2021.

No other college in the district have Language Lab for the development of communication skill of the students and faculties.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>



## 5. CONCLUSION

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### Additional Information :

#### ADDITIONAL INFORMATION

The comparison of the present scenario with the condition of the college during the time of Second Cycle evaluation by NAAC in 2016 may highlight what we accomplished during this five years gap. The following are the highlights of our continuous effort to improve the quality of education in the college during the last five years.

- During the last five years total built-up area has been increased from 4906.39 sq mts. to 5551.066 sq mts, which implies the infrastructural growth increases from 32% to 36% of the total land size. The construction of another three storied building construction is going on with MP LAD fund of 5 crore.
- The previous building blocks were also adequately renovated during the last five years majority with RUSA 2.0 Grant.
- Percentage of expenditure of utilized for infrastructural augmentation has been increased to 45.3%.
- The Governing Body of the college allotted Rs. 5 lakh as seed money for each of the PG Departments that were introduced during these five years tenure.
- Add on Certificate and Diploma courses on Non Formal Sanskrit Education had been introduced in collaboration with The Central Sanskrit University since 2017 and also soft skill development course in 2022. This is one of the significant jewel to the crown of the college as the NEP 2020 also provided stress on spreading the Indian Languages and values in education.
- The college also introduced Vocational Certificate and Diploma Courses in Geo-informatics from the year 2020-21 as an initiative towards skill development and vocational training for increase employability of the students. The area also emphasized in NEP 2020. The college has also taken initiatives to introduce B. Voc course in Geo-informatics.
- The book-student ratio reduces from 12:1 to 8.32: 1 during these five years.
- There were 26068 books in the library during 2016, now in 2022 the number is 31212. Hence, within these 5 years period a clear 30% growth is observed in terms of availability of books in the library.
- The number of journal is 11 + 1 Consortium N-List =12, and Magazine is 18. COHA has been introduced in the library system.

### Concluding Remarks :

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Cooch Behar College always puts greater emphasis on creating an environment conducive for academic excellence and extracurricular accomplishments. Interdisciplinary projects and activities organised by the college also facilitate interaction among students from different disciplines. All activities in the college are driven towards attaining the mission of providing quality education to the students from all layers of the society, supporting them, nurturing them and encouraging those students to become self-reliant students with a strong sense of community responsibility, vibrant culture and responsible citizens of India. The community outreach at Cooch Behar College inculcates a strong spirit of inclusivity and civic ecology among students. This balance in curricular and extracurricular engagements fosters a holistic development of students. Despite certain weaknesses and challenges, Cooch Behar College strives to offer lucrative opportunities and provide the

finest infrastructure and facilities in its pursuit of excellence. The staff and student community continue to work consistently towards realising its mission. With this vision, Cooch Behar College always strives after quality and is always ready to have important feedback from all stakeholders. The feedback mechanism formulated by the IQAC of the College constantly works in this direction. The management never hesitates in accomplishing the positive suggestions derived from the feedback system. During the last five years the suggestions provided by the Honourable Members of the NAAC Peer Team under previous two cycles of Accreditation had been adopted by the College Authority to a large extent in spite of some trifling bottlenecks in some areas. Now, Cooch Behar College is approaching towards the Assessment and Accreditation process of NAAC for the third cycle for comprehensive audit by NAAC in order to be part of its constant pursuit towards excellence.

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