



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	COOCH BEHAR COLLEGE
• Name of the Head of the institution	Dr. Pankaj Kumar Debnath
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03582256798
• Mobile no	9832436849
• Registered e-mail	pankaj.debnath.econ@gmail.com
• Alternate e-mail	principal@coochbeharcollege.org.in
• Address	72/3, Nara Narayan Road,
• City/Town	COOCH BEHAR
• State/UT	West Bengal
• Pin Code	736101
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	COOCH BEHAR PANCHANAN BARMA UNIVERSITY				
• Name of the IQAC Coordinator	Dr. Mridul Ghosh				
• Phone No.	03582256798				
• Alternate phone No.	03582256798				
• Mobile	9749356396				
• IQAC e-mail address	cbciqac@gmail.com				
• Alternate Email address	mridulghosh@coochbeharcollege.org.in				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.coochbeharcollege.org.in/AQAR.html				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.coochbeharcollege.org.in/acalendar.html				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.16	2009	31/12/2009	31/12/2014
Cycle 2	B++	2.78	2016	05/11/2016	04/11/2021
6. Date of Establishment of IQAC			06/08/2010		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Micro Research Project	Cooch Behar College	2021	40000/-
Institutional 1	Geo Informatics	Cooch Behar College	2021	1058106/-
Institutional 1	PG- English	Cooch Behar College	2021	100000/-
Institutional 1	PG- Geography	Cooch Behar College	2021	100000/-
Institutional 1	Construction of Physics Lab	Cooch Behar College	2021	32000/-

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	

11. Significant contributions made by IQAC during the current year (maximum five bullets)
1. The IQAC cell of the college had already succeeded in starting MA Program in Geography and English, and now the institution is going

to introduce Master Degree Program MA in Bengali and Sanskrit from the current academic session. This is one of the major contributions made by IQAC as part of its constant endeavor for quality enhancement of teaching learning system.

2. The Institution introduced Certificate and Diploma Program in Geoinformatics with the permission of UGC as part of National Skill Development Program. This is an Quality initiative adopted by the college through IQAC to fulfill the goal of National Education Policy.

3. During COVID 19 Pandemic the college arranged one food and medical assistance distribution camp among the tea garden workers of "Madhu Tea Estate" on 15/06/2021 The camp was organized thorough donation and contribution made by all staff of the college. This is an initiative of IQAC to meet the responsibility of the college towards the society at large, because during the COVID 19 pandemic tea garden workers were worst affected section facing starvation and distress.

4. 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 session in addition to two similar programs during 2020 to enrich the faculties in the new system of online classes and to cater the needs of the students in a better way. Also many Career Oriented Seminar Workshop etc organized during this period to acknowledge the students about various career opportunities available at UG and PG level.

5. 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. This reduction of fees was granted to all students including the students of self-financing courses, because majority of the students of the institution come from rural areas and economically down-torn families. Many of the students could continue their study during this period of economic distress only because of assistance offered by college through proper initiative of the IQAC cell.

6. The IQAC cell of the College has introduced " Cooch Behar College App" for the overall direct communication and sharing all information to the students, teachers and staff aiming for 100% transparency.

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

Plan of Action	Achievements/Outcomes
<p>1. To introduce Master Degree Program in Bengali and Sanskrit</p>	<p>The college has applied for permission of the Affiliating University as well as of the State Govt. for introducing MA in Bengali and Sanskrit through the Governing Body of the College and is expected to be introduced from the next academic session.</p>
<p>2. The IQAC has recommended for reduction of college fees during COVID 19 Pandemic</p>	<p>The recommendation of IQAC was duly honoured by The Governing Body of the college and reduced college tuition fees for all courses including some significant reduction in course fees of self-financing courses.</p>
<p>3. The IQAC cell has strongly recommended for establishment of Language Laboratory for overall development of communication skill of the students and faculties</p>	<p>The college is expecting to establish a language laboratory with RUSA 2.0 Grant the tendering process has already been completed and the project will likely be completed within April 2022</p>
<p>4. The IQAC cell of the college focussed on enhancement of class rooms other infrastructural facilities for better teaching learning system and for introduction of new courses.</p>	<p>Two new buildings are expected to be opened from the next academic session funded by RUSA 2.0 Grant.</p>
<p>5. The IQAC cell has recommended to organize Seminar, Workshop Special Lecture programs during this year for better teaching learning process and development of skill of the faculties and office staff.</p>	<p>During this year almost all the departments organized seminars, workshops and special lecture programs for the students including some career awareness programs. Most of the departments introduced You-tube channels, Google Classroom facilities for betterment of</p>

teaching leaning process. One Faculty Development Program was organized by the IQAC cell for training of faculties in online teaching and e-content development. Also one Training program has been organized for the office staff recently in February 2022 for training in e-office management system.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
COOCH BEHAR COLLEGE GOVERNING BODY	14/03/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020- 2021	01/03/2022

Extended Profile

1. Programme

1.1 32

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

File Description	Documents
Data Template	View File

2. Student

2.1 4170

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

2386

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

835

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

75

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

75

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	32
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	4170
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	2386
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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Data Template	View File

2.3	835
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	75
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	75
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	4100055
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	105
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

When a curriculum is communicated to the Institution from the affiliating university, institution at first takes all initiative to communicate the curriculum to the students through the college website, College App as well as providing notices/ information regarding existing, new or revised curriculum. The institution also takes all the initiatives for delivery of the curriculum in the effective manner. In this regard the college is taking the initiatives like applying student centric practices and making the students understand the curriculum by engaging teacher as facilitator. Further the institution is also providing required reference books, text books and journals and Laboratory instruments to the students for effectively transmitting the curriculum to the students. The college faculty plays a positive role in effective delivery of curriculum with stress on achieving the objectives. As a part of practice every department holds meetings to chalk out their strategies for-

Distribution of subject syllabus or part of it prescribed by the University.

Planning for periodic evaluation in the form of tests, informing the students of the academic planning for the year. Times and portions for internal assessment and assignments are discussed at the departmental level and the same is given to the students in advance so that the students can prepare themselves for the test.Ø

During the period of COVID 19 Pandemic Every Department opened Whatsapp group for each semester separately and the curriculums were delivered to the students through the respective groups. Also the class routine and other academic study materials, information regarding evaluation process were intimated to the students through these groups. Moreover, most of the departments opened You-tube channels, Google Classrooms for different semester students for effective delivery of study materials and to run the academic system smoothly during COVID 19 closure of traditional class room offline teaching learning system.

We have three Wi-Fi Internet Broad band connections with 100 mbps. Speed (BSNL), 10 VPNN connections which are accessible for the students and teachers for supplementing their preparation in addition to the library books.

Some classes are held by using Power Point presentation and laptops.

Seminar and workshops on relevant themes are organized to gain better understanding.

Modern and emerging areas in the curriculum are supplemented by arranging expert lectures or attending other programmes /seminars organized by other colleges.Ø

Ø During the COVID 19 pandemic periods the faculties took active role for formation of semester wise groups for effectively transmitting the curriculum to the students. The whole curriculum was communicated through respective groups to the newly entrant students.

Curriculum transaction is supplemented through library and computers with internet connectivity and other facilities. The College has Internal Quality Assurance Committee (IQAC), which looks into the progress of curriculum-activity being executed in the Institution, once in every three months. Unit Tests

performance and in other activities like curricular and extracurricular activities the college ensures whether the stated objectives are achieved or not. The College ensures the achievement of stated objectives in following way:Ø

Feedback from students, performance of students in the internal examinations and class interactions, reflect the attainment of stated curricular objects.Ø

The syllabus of each department is unitized and uploaded in the college website for the students.Ø

Teachers strictly follow the schedule and after the completion of each unit HODs are reported about this.Ø

At the departmental level there are bi-monthly review meetings which ensure implementation of the curriculum.Ø

Departments analyse the progress of students of their concerned subject and adopt necessary teaching approach.Ø

Regular enhancement of teaching-learning skills along with the theoretical inputs through participation in national and international workshops, seminars conferences discussion etc.Ø

Professional qualifications pertaining to the areas of specialization, paper presentations and publications in reputed journals. Participation in social outreach and extension activities.Ø

The faculty members monitor the overall performance of the students through class tests, home assignments, percentage of attendance, classroom discussion.Ø

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://coochbeharcollege.org.in/course.htm <u>1</u>

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

Academic calendar has been prepared before commencement of the

session and communicated through college website. The academic calendar comprises the date of commencement of class date of internal examination tentative date of semester examination of the university and other academic and co-curricular activities.

During the last year academic session had been reoriented due to covid19 pandemic and resultant closure of off-line classes. Accordingly the internal and external evaluation timing had been rescheduled by government order. Hence, the academic calendar could not be strictly adhered to during the year. However, the revised timing of the internal and university examination were communicated well in advance to the students through college website, and respective students' WhatsApp groups by the respective departments. Continuous online internal evaluations were also conducted by the teachers for effective preparation of the students, which are also part of prevailing evaluation system.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://coochbeharcollege.org.in/acalendar.html

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

20

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

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

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

16

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

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

345

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

1.3 - Curriculum Enrichment

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

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

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 issue to Human Values.

The college also tries to integrates these issues through introduction of career oriented courses like "Eco-Tourism Management" for environment friendly tourism concept, " Women Studies" for addressing gender related issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1783

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://www.coochbeharcollege.org.in/Student%20Feedback.html
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.coochbeharcollege.org.in/Student%20Feedback.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

4170

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

2386

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

2.2 - Catering to Student Diversity

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

The Institution always makes arrangements for assessing the learning levels of the students by arranging class tests from time

to time. Some departments arrange seminars for the students. Most of the departments arrange some special lectures through on-line mode for the students by inviting reputed Professors from other Institutions.

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

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

During the period when the classes through on-line mode were there some departments provide study materials as well as notes for the students through Google Class Room. Some departments open YouTube Channel for providing class lectures for those students who missed the class for their network disturbance.

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

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

Number of Students	Number of Teachers
4170	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

All the laboratory-based subjects always teach the students through experimental method. Department of BBA, BBM, Physical Education and Geography arrange study tours for the students from time to time. Department of Political Science tries to make the

students conscious about the actual functioning of the Assembly of a State or of the Parliament by participating Youth Parliament Competition, organised by the Parliamentary Affairs Department, Govt. of West Bengal. The said department also arrange study tour for the students participate in the Youth Parliament Competition.

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

Moreover, the Institution provides fund for the students for carry out Small Research Project. Students, twelve in number, have completed their projects during the year 2021.

But due to pandemic situation the Institution could not be able to conduct any programme of field study, study tour ect. and the Youth Parliament Competition was not organised by the Government also.

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

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

The Institution always encourages the teachers to use ICT enabled tools for effective learning process. Fifty-one, out of seventy-five teachers of this Institution use ICT for effective teaching with Learning Management Systems, E-learning resources etc. ICT tools and resources available in the Institution are ten in number. Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. are seven in number. Most of the teachers use e-resources as well as techniques while preparing themselves for teaching.

During the pandemic situation all teachers were compelled to use ICT. They use Google Meet, Goole Class Rooms, YouTube channels to reach the students as far as possible. The teachers tried reach the students through WhatsApp groups too. They provided study materials through these WhatsApp groups, Google Class Rooms etc.

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

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

2.3.3.1 - Number of mentors

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

75

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

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

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

17

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

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

2.4.3.1 - Total experience of full-time teachers

354

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

2.5 - Evaluation Process and Reforms

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

Continuous evaluation of the enrolled students is a part of curriculum of the Cooch Behar Panchanan Barma University. There are six marks in each paper of each and every subject those are awarded through continuous evaluation. Hence there are the mechanisms, however that may differ from Department to Department, to assess the students. In addition to the part of curriculum, the teachers of the Institution arrange class tests to prepare the students for University Examinations and develop the slow learners.

The Principal & Head of the Department conduct the meeting with the students to inform internal assessment at the beginning of the session and also monitors the internal assessment of the students have done by the Faculty members.

During the pandemic situation many Departments arrange class tests

through Google Forms and Google Class Rooms. Some others arrange for viva voice through Google Meet.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

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

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/drive/folders/1t99CfcwynYFmy9BAw09FOHbG57g92pZ-?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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

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

organized by the IQAC cell collaboration with different companies are very much effective for different placement of our students. Computer courses, communication English, spoken English, tourism, etc. successfully run through COP and student sare very much benefitted for more than 14years. Special care also taken by the college authority for attainment of the different courses, programmes for the weaker section of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://coochbeharcollege.org.in/course.htm ↓

2.6.3 - Pass percentage of Students during the year

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

835

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://www.coochbeharcollege.org.in/Student%20Feedback.html>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.40

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

5

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The college always encourages the faculties for constant research and innovative work and publication of research work. The college provides felicitation award for publication of research papers as well as attending semina conference etc., in addition to Ph. D/ M. Phil awardee from its own fund. There are 21 Peer reviewed and care listed journal publication, 2 books and 19 chapter in books publication during the year. In addition to that the college organized various seminar, workshop etc. for promotion of innovation and research work.

The college also provided assistance in the form of micro research project of the students.

Teachers are also encourage to participate in different faculty development programme and other short term courses of government/ National institutions.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

16

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
3	
File Description	Documents
URL to the research page on HEI website	https://cbpbu.ac.in/research_sanskrit.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
22	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
20	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
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 year	

During COVID 19 Pandemic the college arranged one food and medical assistance distribution camp among the tea garden workers and the families of "Madhu Tea Estate" Hasimar, Alipurduar on 15/06/2021. The camp was organized through donation and contribution made by all staff of the college. This is an initiative of IQAC to meet the responsibility of the college towards the society at large, because during the COVID 19 pandemic tea garden workers were the worst affected section facing starvation and distress.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Ir6aQkpAiZ6JZ5dAkDVAJOFT5Dhrv5np/view?usp=sharing
Upload any additional information	View File

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

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

1

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

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 organized in collaboration with industry, community and NGOs) during the year

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., during the year

12

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

674

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

03

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

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

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

The college has 24 (twenty four) classrooms separate 6 laboratories for Physics Department, 3 Laboratories for Chemistry Department, One Computer Laboratory each for Computer Science Department and Mathematics Department and Geography Department. The College is going to introduce one Language Laboratory for the department of English from RUSA2.0 grant at an estimated cost of Rs.17,00,000. The college has 105 computers at different laboratories.

During the year more than six lakhs rupees were spent for purchase of library books from RUSA 2.0 Grant. The College Budget Rs.95,50,000.00 was allotted for infrastructure augmentation and enhancement of various scholarly works, out of which Rs. 22,61,508.00 was used and there still remained un-utilized due to COVID-19 Pandemic. The planning of procurement and utilization of the physical, academic and support facilities like laboratory, library, computers lab, classrooms etc. are made through joint decision of committees and sub-committees formed for various units.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://coochbeharcollege.org.in/photo.html

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

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

For sports and other activities our indoor and outdoor facilities are worth mentioning. We have a 90 By 80 meter Play ground with a lush green outfield surrounded by fencing. Two goal post are fixed in two sides of the play ground. During winter a cricket pitch is prepared for cricket tournaments. Besides, Athletic events like running, long jump, high jump, shot put, javelins, khoko, kabaddi everything is conducted accordingly in this play ground with proper maintenance. Beside this play gound, we have a volley ball and badminton courte with proper netting facilities.

We have a well equipped multi facility gymnasium which possesses trade mill, table tennis board, floor gymnastics and many more modern physical instruments.

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

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

07

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

22.61508

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The aim of the Cooch Behar College Library is to meet the educational and information needs of our primary clientele: students, faculties, and staff of the College. As an important intellectual resource for the user community, the library provides students, faculties, staffs, with books, periodicals, open access e-books & e-journals, and other open access online and physical materials.

The library has completed the automation (computerization) process

in the year 2014 by Aidni Infotech Pvt. Ltd. (Local Vendor) and has launched On-Line Catalogue (OPAC) to remote access to the database of the library. Furthermore, the college library is about to implement very soon, the KOHA library management software for better and smooth functioning of the library operations and services.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://onlinelibrarycoochbeharcollege.org.in/

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

6.21783

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

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

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

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

10

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

4.3 - IT Infrastructure

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

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

Moreover, the college has well developed system for continuous screening and updation of the computers through Annual Maintenance Contract. The agency regularly checks the computers and repair and maintain them if possible otherwise take necessary steps for e-waste management.

The college also regularly updates the existing software and anti - viruses as part of internal management system.

The college presently runs free wi-fi lines with 200mbps speed. These facilities had been up-graded from 100 mbps to 200 mbps speed.

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

4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

8.52359

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

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

ALL THE PHYSICAL ACADEMIC AND SUPPORT FACILITIES REGARDING LABORATORY, LIBRARY, SPORTS, COMPUTERS ETC. AVAILABLE WITH THE COLLEGE ARE INTIMATED TO THE STAKEHOLDERS THROUGH THE PROSPECTUS OF THE COLLEGE. NEW CLASSROOMS, EQUIPMENT AND BOOKS ETC. ARE PURCHASED FROM RUSA GRANT AND STATE GOVT. GRANTS AND ALSO FROM COLLEGE FUND. DURING THE YEAR 2020-21 NEW EQUIPMENT FOR PHYSICS LABORATORY PURCHASED FROM COLLEGE FUND AMOUNTED TO RS. 32,000,

EQUIPMENT PURCHASED FOR PG GEOGRAPHY AMOUNTED TO RS. 11,90,349.00, PG ENGLISH EQUIPMENT AMOUNTED TO RS. 1,50,854.00 WERE PURCHASED.

APART FROM THE NEW ADDITION EXISTING FACILITIES ARE MAINTAINED THROUGH ANNUAL MAINTENANCE CONTRACTS AGAINST WHICH AN AMOUNT OF RS. 1,50,468.00 WERE SPENT FROM COLLEGE FUND. MAINTENANCE OF BUILDING AND OTHER FACILITIES ARE MONITORED THROUGH MAINTENANCE SUB-COMMITTEE OF THE COLLEGE. DURING THE YEAR AMOUNTED TO Rs. 40,95,565.00 HAD BEEN SPENT FOR MAINTENANCE OF ACADEMIC AND PHYSICAL FACILITIES.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2573

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

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

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

322

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

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

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

30

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

11

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

139

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

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

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

17

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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

Usually the student union general secretary become ex-officio member of the governing body and other academic and administrative committees like academic committee, student welfare committee etc. As per the prevailing system other student representatives act as separate Games Secretary, Cultural Secretary, Students Welfare Secretary Girls Common Room Secretary, who becomes the ex-officio members of the respective Sub Committees of the college. However, during the session 2020-21 no student election was held in West Bengal. Hence there was no elected general secretary of the student union and as a result the posts were vacant in the respective bodies.

However, during the Year 2020-21 the college organized Annual Sports, Fresher's Welcome Program, Annual Cultural Programme and other students welfare programme in collaboration with the nominated representatives of students.

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

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

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

3

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The empowered team of the college involves Principal, 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 Appeal 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	Documents
Paste link for additional information	http://coochbeharcollege.org.in/IOAC.html
Upload any additional information	View File

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

The College follows the policy of decentralization and participatory management. The Governing Body delegates all the academic and extra-academic decisions based on policy to the various committees of college headed by the Principal. The different Committees formulate common working procedures and entrust the implementation through departments. The departmental head manages the day to day activities of the department and keeps track of co-curricular and extra-curricular activities in the College. Other units of the college like Sports, Cultural, Library etc. have operational autonomy under the guidance of the various committees/associations and students are actively involved from various departments in the decision-taking process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

management for modifications. The following strategies are adopted by the institution to monitor and evaluate policies:

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

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://coochbeharcollege.org.in/Prospectus.html
Upload any additional information	No File Uploaded

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

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

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

ServiceRules:

The institution strictly follows the service rules according to the state government norms. The institution runs for 11hours. The teachers and non-teaching staff have the benefits of PF, EPF, Casual Leaves, Earned Leaves, Medical Leaves, Child Care Leave and Maternity leaves etc.,

Local recruitment takes place according to the norms of the University and a body comprising Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

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.

Grievance Redressal Mechanism:

Once the members of the faculty, non-teaching staff or supporting staff concerning their appointments or employment where the grievances relate:

- To matters affecting themselves as individuals
- To matters affecting their personal dealings or relationship with other staff members of the college or students
- If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority.
- If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the HOD of the department, the staff member may directly approach the Principal for the redressal of his/her grievance.
- If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If he feels otherwise he shall inform the grievance committee and take the action accordingly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://coochbeharcollge.org.in/index.aspx
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college have a "Cooch Behar College Credit Co-operative Society" This Co-operative was established 1990 All the permanent members are the members of the Co-operative Society. During the year State Approved College Teachers are also included in the co-operative.

The Co-operative gives short terms and medium term loan to the members. The borrowing rate of interest is only 9% which are less in compared to the Banks. Any member can take the benefit of it without any hazards instantly. The entire teaching and non-teaching community have been benefitted of the welfare scheme has been successfully running since its inception.

Moreover, the college also introduced EPF and ESI facility for the

temporary Teaching and non-teaching employees of the college, so that they can avail the benefit of loan and pension under those schemes of The Government of India. This was done in recommendation of the IQAC cell for the benefit of staff of the institute.

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

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

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

4

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

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

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

4

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

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

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

14

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

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

The institution has formal means used for assessing the performance of the teaching and non-teaching staff of the College. The formal mechanisms for the performance assessment of the faculty are API (Academic Performance Indicator) report and

feedback from students and peers.

Firstly, the college instructs each and every teaching faculty to submit his/her API (Academic Performance Indicator) reports indicating the work load, participation in various seminars, conference workshop and symposia and involvement in co-curricular, extra -curricular and extension activities.

Secondly, our College takes feedback from students regarding performance of individual teacher on various aspects. The feedback form has a well-defined set of questions that help the students to evaluate the teaching capacity and define how far the teacher has succeeded in reaching out to the students. These practices enable our faculty member to particularize their plans for effective teaching process.

Better performances in different fields of academic and college activities are felicitated by the college for encouragement of the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

THE INSTITUTION DOES NOT HAVE ANY MECHANISM FOR INTERNAL FINANCIAL AUDIT.

HOWEVER, THE FINANCIAL PAYMENTS ARE PASSED EITHER THROUGH FINANCE SUB-COMMITTEE

OR THROUGH THE DIRECT JOINT CONTROL OF THE BURSAR AND PRINCIPAL.

BUT THE UTILIZATION CERTIFICATES OF ALL THE PAYMENTS UNDER GOVT AND NON-GOVT. GRANTS

ARE SUBMITTED AFTER PARTIAL AUDIT FROM EXTERNAL AUDITOR.

DURING THE YEAR WEST BENGAL HIGHER EDUCATION DEPARTMENT CONDUCTED

PHYSICAL INSPECTION IN THE MONTH OF MARCH 2021 FOR PROGRESS AND DEVELOPMENT OF 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 BY THE EXTERNAL AUDITOR APPOINTED BY THE DIRECTOR OF PUBLIC INSTRUCTION, GOVT. OF WEST BENGAL.

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

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

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

0

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

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

The college has an internal administrative & financial affairs coordinating and monitoring mechanism through Finance Committee, Internal Audit Committee and Purchase & Tender Committee. The committees have their own power and functions. Apart from that audit work is done by independent C.A. firm appointed by the Directorate of Public Institution, Govt. of West Bengal.

- The financial resources available from Govt. Grants are monitored through Specific Committee for that purpose. Entire project are planned and monitored by the committee
- Proper accounts are maintained by college through cash book,

ledger and voucher file.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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.

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

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

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

1. The Teachers Council and Academic Committee meetings are conducted one in pre-session period of every semester, and one in the end session period. The suggestions of IQAC cell are considered at the meeting for effective implementation of the suggestions and for better Teaching Learning system for the ensuing session.
2. During the mid of the session the progress of the teaching learning processes are reviewed at the departmental meeting of respective departments.
3. 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	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

During the year organized two International Webinars on Women study one on International Women's day 08/03/2021 and one on 'Gender and Development: Emerging Issues - in Recent Pandemic Situation' on 1/7/2020.

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

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

The college has separate common room for girl students for their refreshment and cleaning during college hours. The Lady teachers and girl students have separate washroom for their use. To ensure safety of the girls students the college has Internal Complaints Committee for addressing any issues relating to the issue.

File Description	Documents
Annual gender sensitization action plan	https://youtu.be/xkk0YeprzLY https://drive.google.com/drive/folders/lavzDVfNJ5fDQZOWzCZ4bl0tAohWfOHbv?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1hIL_-HTz1jj7Br4NBrnEXyRYwEpBx2XU/edit?usp=sharing&oid=117856183273895490603&rtpof=true&sd=true

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

- **Solid Waste Management:**

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

- Liquid waste management:

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

- Biomedical waste management:

The college generally does not create Bio-Medical Wastes.

- E-waste management:

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

- Waste recycling system:

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

- Hazardous chemicals and radioactive waste management:

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

C. Any 2 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

B. Any 3 of the above

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

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

Our Institution keeps constant vigil on the maintenance of zero

ragging campus.No incident of ragging has been registered during the last 10 years. The Institution is located in a district with a different history, being a Princely State during British period, hence the Institution has prepared a corner with books in the library that upholds the history of Cooch Behar.

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

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

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

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

Department of Political Science on behalf of the College has organized an online National level Webinar on 'The Constitution of India: Importance and Relevance after 72 Years of Commencement' to sensitize students and employees of the Institution to the constitutional obligations, i.e., values, rights, duties and responsibilities of the citizens on 26th of November, that is the Constitution Day of India.<https://youtu.be/G0lJMUqaQQU>

Besides, the above said Department also has organized an online programme to celebrate the 75 th Independence Day of India. The objective of this programme was also to make the students as well as teachers and other staffs conscious about their constitutional obligations as a citizen of India.<https://youtu.be/xx03jaHoJns>

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://youtu.be/G0lJMUgaQQU
Any other relevant information	https://youtu.be/xx03jaHoJns

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

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

- 1. Birthday of Swami Vivekananda (12/01)**
- 2. Birthday of Netaji Subhas Chandra Bose (23/01)**
- 3. Republic Day (26/01)**

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

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

7.2 - Best Practices

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

Best Practices I

Title of the practice

Felicitation of Students and Teachers for excellence.

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. Programmes like remedial coaching, tutorial class and personal discussion are adopted for further improvement of the students. So, the college takes new initiatives 'Felicitation Activity' to boost up the merit based performance of the students and augmented research activity of the teachers. The felicitations of such activities are arranged on the foundation day of the college every year. And, it is seen that the feedback of such felicitations activity is very positive.

The Practice

Students are informed by the faculties, notice board and college websites about the annual felicitations programme. The 'Teachers' Council' with the help of IQAC prepares the list of awardees after checking results details of the students and research publication of the teachers. Then the probable awardees are informed by letter and also by phone. Then in the meeting of 'Teachers' Council' detail schedule and prize items are prepared and some teaching and non-teaching staffs deputed to purchase the prize materials. In that event another retired teacher offers cash of Rs 500 to two students of Chemistry Honours and Chemistry General.

Notes

This practice can be adopted by other college to help students to excel academically and to develop a sense of confidence in them. In order to encourage the students in their studies the college every year felicitates those students who have shown good academic achievement in different examinations conducted by the affiliated University. Students who get highest mark in every department are felicitated. Students of all the programmes of studies viz. Arts, Commerce and Science are covered. Each year in an annual function the achievers are felicitated in the presence of a distinguished guest along with Principal and other teachers. This annual prize distribution to the toppers creates an atmosphere of high interest and enthusiasm among the students. The college honours its teachers every year who have shown significant contribution in research and innovation in order to encourage their further involvement in such practices and develop the overall participation of the college in research related activities. Those faculty members who have participated and presented papers in international seminar and conferences or have contributed papers in international or national journals are felicitated.

Best Practice - II

Title of the practice

Fee Scholarships for Students from College Fund

Goal

- To provide support to the needy and meritorious students.
- To remove financial barrier for the learners on the way of higher education.
- To identify the students who are not obtaining any Government provided scholarships but actually need some kind of support.
- To understand those students expectation and comprehend them about the availabilities.

Context

Like other parts of rural India, a section of students of our college come from such background where higher education is not only a luxury but also remains untouchable due to financial

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

The Practice

- The college put the notice on the notice board seeking the application from students for such fee removal scholarship scheme.
- After receiving the application with valid documents the scholarship committee shortlisted the students.
- During screening, the committee remain very much careful about the norms that any students received any kind of Government level support remain out of such screening list.
- The list of valid students eligible for such scholarships is published in the college notice board.
- The date of reimbursement is also published on the notice board.
- The college office disburses the fees on the stipulated dates.

Evidence of success

- The impact of the programme has been very encouraging.
- Students' attachment with the institution and teachers faster.
- They do not feel like aliens.
- Nearly 20% students received such scholarships during 2014-15 sessions and the percentage has some upward strength over the year.
- College become proud about such utilisation of fund for helping the alienated students.
- They face their new life more easily.

Notes

The college has in its credit a number of activities aimed at student's welfare and benefit. As the students are vulnerable to dropouts, irregular attendance and poor educational resources it becomes a responsibility of the parental institution to extend assistance of every possibility in order to lend a hand of support to the talents. The first and foremost challenge before the college is to resist the dropout rate. As more than 65% of the students come from a rural and poor socio- economic background it becomes increasingly difficult for them to continue their studies uninterrupted. To check this circumstances the college has come out with effective measures the foremost among which is a scheme of free studentship to the student's not availing benefit of any other scholarship. It will be appropriate to mention here that this is a unique initiative on behalf of any college or educational institution of the entire vicinity and has earned praise and appreciation from students, parents and local population. The relaxation in fees has been offered in two major categories namely complete free studentship and relaxation of upto 50 %. It has to be mentioned here that many students in the college receive benefit of Government scholarships and aids. Regular Government scholarships have been offered to SC/ST/OBC and minority students under schemes. Apart from this a few nongovernmental organizations such as Jhindal, Mahindra etc also offer scholarships to selected students of our college. But in spite of these a major population of students remains uncovered by these aids. Again, there is also a large population of students who miss the BPL list by a thin margin. These students who do not receive any financial aid from Government and are also not covered by BPL traditionally constitute the population which is prone to dropouts and abrupt disruption in studies. Hence, the college has come out with this concept of free studentship which has been offered only to those students who do not come under BPL list and also do not receive benefit of any other scholarship governmental or nongovernmental. The effect of this free studentship is one year. In completion of one year students need to apply as fresh candidates. This concept of free studentship has been received with very favorable response and proved as an effective measure in curving the predicaments of students in carrying out their studies uninterruptedly.

Best Practice - III

Title of the practice

Faculty and Staff Development Through Modern Technological Applications and Awareness

Goal

- To create awareness among the faculty members about the e - Learning content management systems.
- To create awareness among the faculty members about application of various technology in online teaching methods for serving the needs of the students during COVID 19 pandemic lockdown.
- To share the knowledge among not only between the faculty members of the college but also the faculty members of different institutions of the district.
- To enhance the technological awareness among the non-teaching staff of the college.

Context

Like other parts of rural India, a section of students of our college come from such background where higher education is not only a luxury but also remains untouchable due to financial impediments. Majority of the students are merely first generation learners who have little scope for running and maintenance of their study during prolonged lockdown due to attack of COVID 19 at their home. Thus online teaching was the only solution for maintenance of their study during stoppage of classroom teaching. Thus it became essential to aware the faculty members about various techniques of online teaching and e-learning content generation to serve the needs of the students and to prepare them for their examinations.

The Practice

- The college organized a Week Long National Level Workshop:Topic: "Learning Content Management System" and "Learning Content Management System" Organizer: PG Dept. of Geography & English, Cooch Behar College, Dept. of Geography, Ramakrishna Sarada Mission Vivekananda Vidya bhavan from 02/09/2020 to 8/09/2020.
- A Week Long National Level Faculty Development Programme (Online) on "Empowerment in Online Teaching, Learning & Evaluation for Combating Covid-19 Pandemic Situation" The Programme was approved by Cooch Behar Panchanan Barma University.: Cooch Behar College in collaboration with National Service Scheme, Cooch Behar District & IQAC, Cooch Behar College approved by Cooch Behar Panchanan Barma

University from 2nd - 8th June, 2020.

Evidence of success

- The impact of the programme has been very encouraging.
- Students' attachment with the institution and teachers faster.
- The students took active part in online classes and could maintain their study during lockdown.
- They do not feel like aliens.
- Nearly 100% students got passed in their final examination after unlocking.

Notes

The college has in its credit a number of activities aimed at student's welfare and benefit. As the students are vulnerable to dropouts, irregular attendance and poor educational resources it becomes a responsibility of the parental institution to extend assistance of every possibility in order to lend a hand of support to the talents. The first and foremost challenge before the college is to resist the dropout rate. As more than 65% of the students come from a rural and poor socio-economic background it becomes increasingly difficult for them to continue their studies uninterrupted. To check this circumstances the college has come out with effective measures to start online teaching and supply of e-resources to cater the needs of students. In this way the institution could reduce the dropout rates and enable the students to march towards a better future even during the period of lockdown.

File Description	Documents
Best practices in the Institutional website	http://coochbeharcollege.org.in/institutional%20best%20practices.html
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

COOCH BEHAR COLLEGE IS ONLY ONE COLLEGE IN THE DISTRICT OF COOCH BEHAR WHICH IS PROVIDING EDUCATION OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT

THE COLLEGE HAS INTRODUCED PG COURSES IN GEOGRAPHY SINCE 2018-19 AND PG IN ENGLISH FROM THE YEAR 2019-20.

THE COLLEGE IS ONLY ONE DISTICTIVE INSTITUTE IN THE DISTRICT TO OFFER PHYSICAL EDUCATION AS DSC SUBJECT IN UG COURSE. ALSO IT IS THE ONLY INSTITUTE TO OPEN GEO-INFORMATICS CERTIFICATES AND DIPLOMA COURSES WITH THE PERMISSION OF UGC AS PART OF SKILL DEVELOPMENT INITIATIVE OF THE GOVERNMENT OF INDIA UNDER NEW EDUCATION POLICY.

SUCH A VARIETY OF SUBJECT COMBINATIONS PROVIDE DISTICTIVENESS TO THE INSTITUTE IN THE DISTRICT.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To introduce Programme course in Zoology and Botany and Honours course in Education and PG in Bengali, Sanskrit and Phiosophy.

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

To Introduce compulsory course on soft skill and personality development.

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

To recruit more faculty and non-teaching staff.

To introduce NCC

To upgrade gymnasium

To construct more buildings for class room and for other facilities.

To organise more seminars, Workshop and conferences.

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

Community upliftment programmes through NSS

Organising sports and games, annual cultural programme, Fresher's welcome, Literary activities, Saraswati Puja, Quiz competition, Debate; participation in Youth Parliament.

Counselling regarding the scope of employment; personal counselling regarding different problems of students

Preparation for Mock Interview; workshop on New Education Policy; workshop on Evaluation System.

To publish e-journals by the college.