

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Cooch Behar College

1.2 Address Line 1

2, Kalighat Road

Address Line 2

P. O. Cooch Behar

City/Town

Cooch Behar

State

West Bengal

Pin Code

736 101

Institution e-mail address

principal@coochbeharcollege.org.in

Contact Nos.

9832436849

Name of the Head of the Institution:

Dr. Pankaj Kumar Debnath

Tel. No. with STD Code:

03582-256798

Mobile:

9832436849

Name of the IQAC Co-ordinator:

Dr. Dipankar Basu

Mobile:

9474149607

IQAC e-mail address:

dipankarbasu1963@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/51/A &A/71 dated 31-12-2009

1.5 Website address:

principal@coochbeharcollege.org.in

Web-link of the AQAR:

principal@coochbeharcollege.org.in

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.16	2009	5 YEAR
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

06-08-2010

1.8 AQAR for the year (for example 2010-11)

2012-13

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

- i. AQAR \_\_\_\_\_ 17/11/2011 \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ 26/09/2012 \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify) Career Oriented Programme, Entry Level Coaching

1.12 Name of the Affiliating University (*for the Colleges*)

University of North Bengal

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Organise seminars, inter-departmental lectures are made to the faculty and various programmes for the benefit of students and non-teaching staff are made as well by the IQAC.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
To introduce Hons. in Physics, Chemistry and Education, PG in Geography, Bengali, History and Commerce; to recruit more faculty and non-teaching staff; to start NCC; to upgrade playground and gymnasium; to construct more buildings for class room and for other facilities; to complete computerisation of library; to organise seminars/conferences; to encourage publication of research articles by the faculty	Conducted programmes on Human Rights and Moral Values, quiz competition, debate, personal counselling regarding different problems of students, sports and games, playground upgradation; ICSSR Major Research Project, Ph. D. submission by two faculties, annual cultural programme, freshers' welcome, literary activities, Saraswati Puja, participation in Youth Parliament, Community upliftment programmes through NSS)

<p>in referred journals; to publish e-journals by the college; computer training; personality development; to organise programmes on Human Rights, Moral Values, Anti Drug, Aids, Banking Activities, Computer Literacy; opening of Spoken English course; preparation for Mock Interview; workshop on New Education Policy; workshop on Evaluation System; Computer Awareness of Staff; workshop on efficient Office Management; workshop on application of new software; how to deal with the students for better management; counselling regarding the scope of employment; personal counselling regarding different problems of students; organising sports and games, annual cultural programme, Freshers' welcome, Literary activities, Saraswati Puja, Quiz competition, Debate; participation in Youth Parliament; Community upliftment programmes through NSS</p>	
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management       Syndicate       Any other body

Provide the details of the action taken

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

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	13	0	0	4
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	4	0	0	4
Others	1	0	1	0
<b>Total</b>	18	0	1	4
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	0
Annual	13

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

YES. Being an affiliated college, there is hardly any autonomy to revise or update the syllabi. However, the college faculty who represent university academic bodies, such as BOS members have contributed actively to revise or update the syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19	16	2	0	1 (Principal)

2.2 No. of permanent faculty with Ph.D.

8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	12	0	0	0	0	8	0	8	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

8

2

8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	13	10
Presented papers	7	12	4
Resource Persons	0	2	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The college plans and organizes the teaching-learning schedule by 1) preparing and displaying Academic Calendar and issuing to all the departments at the beginning of every academic year, 2) preparing teaching plan for every academic year, 3) preparing annual academic performance record, 4) conducting departmental meetings on distribution of syllabus, planning of tests, projects, field work and study tours etc. 5) by unitizing syllabus, 6) by conducting parent-teacher meeting

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

203

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

2



2.9 No. of faculty members involved in curriculum

02	02	02
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restructuring/revision/syllabus development  
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

76.4%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	159	Not Available	NA	NA	NA	79.8
BSC	40	Not Available	NA	NA	NA	100
BCOM	19	Not Available	NA	NA	NA	57.89

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

A meeting of IQAC organized at the beginning of every academic year to discuss the following points:

- 1) Planning and implementation of teaching plan
- 2) Evaluation and improvement of subject-wise results of the university examinations
- 3) Improvement in sports and cultural activities
- 4) Promotion of the staff for research activities
- 5) Organization of seminars, conferences, lectures of eminent persons.
- 6) Different decisions are taken by relevant committees subject to the approval of the Governing Body. Periodical review is done by the IQAC and monitors accordingly to implement such decisions for the promotion of teaching and learning.

2.13 Initiatives undertaken towards faculty development

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

Others	5 (Course Work for Ph.D)
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#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	11	0	9
Technical Staff	4	3	0	1

### Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- 1) The IQAC requests the college to felicitate the staff for their extra ordinary achievements
- 2) The IQAC encourages the staff to submit research proposals for minor/major research projects to UGC and other academic funding agencies and request the college authority to grant study leave and duty leave to the staff as per their requirement.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs	0	600000	600000	0

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	3	0
Non-Peer Review Journals	7	12	0
e-Journals	0	0	0
Conference proceedings	0	0	0

#### 3.5 Details on Impact factor of publications: Not available

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
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Major projects	2	ICSSR	600000	555000
Minor Projects	1	UGC	110000	90500
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	3	2	710000	645500

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)  State Govt. and UGC

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	1		0	0
Sponsoring agencies	0	UGC		0	0

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

33

3.13 No. of collaborations

International  0 National  0 Any other  0

3.14 No. of linkages created during this year

0

3.15 Total budget for research for current year in lakhs :

From Funding agency  710000 From Management of University/College  0

Total  710000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

1

0

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

0

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>	
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="10"/>	Any other <input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- This year two NSS units of the college selected two villages near the college and undertook extension activities. The activities include repairing the kaccha road of the village, clearing the drainage system, making the villagers aware about some water-borne diseases.
- The institution bears the social responsibility in informal way by participating in various social functions.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.74 ACRE	0	0	3.74 ACRE
Class rooms	17	1	UGC and STATE GOVT.	18
Laboratories	6	0	UGC, STATE GOVT., COLLEGE FUND	6
Seminar Halls	0	0	0	0

No. of important equipments purchased ( 1-0 lakh) during the current year.	0	01	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)		1022948.00	UGC	1022948.00
Others	0	0		0

4.2 Computerization of administration and library

Fully computerised administration and library partly computerised
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23800	NA	1363		25163	
Reference Books			200			
e-Books	0	0	0	0	0	0
Journals						
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	59	01	12	9	01	07	04	0
Added	6	00	02	13	00			0
Total	65	01	14	22	01	07	04	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Arranged one Programme
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4.6 Amount spent on maintenance in lakhs :

i) ICT

114051.00
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ii) Campus Infrastructure and facilities 1510080.0

iii) Equipments 285715.00

iv) Others 759123.00

**Total :** 2668969.00

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college prospectus includes the information regarding 1) the mission of the college, 2) the courses available, 3) the rules and regulations, 4) indoor and outdoor games facilities, 5) library facility, 6) list of staff, 7) grievance redressal cell, 8) student welfare schemes, 9) fee structure, etc. 10) In addition to informal interactions, the IQAC conducts formal interaction programmes with the staff.

#### 5.2 Efforts made by the institution for tracking the progression

There are various committees through which the college regularly tracks student progression.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2644	0	0	0

(b) No. of students outside the state 0

(c) No. of international students 0

<table border="1" style="display: inline-table;"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>1881</td> <td>71.14</td> </tr> </tbody> </table>	No	%	1881	71.14	Women	<table border="1" style="display: inline-table;"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>763</td> <td>28.86</td> </tr> </tbody> </table>	No	%	763	28.86
No	%									
1881	71.14									
No	%									
763	28.86									

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1476	717	32	275	9	2509	1456	862	32	284	10	2644

Demand ratio 6:1      Dropout % 6%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Through Entry Level Coaching and Career Counselling Cell. Specially students from socially and economically weaker section are requested by the college to join the Entry Level Coaching Programme.

No. of students beneficiaries

No definite feedback

#### 5.5 No. of students qualified in these examinations

NET       SET/SLET       GATE       CAT   
IAS/IPS etc       State PSC       UPSC       Others

#### 5.6 Details of student counselling and career guidance

Admission of students in the college is made purely on the basis of merit. However, various counselling services including academic, personal, psycho-social are provided for the benefit of the students.

No. of students benefitted

About 2000

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	02

#### 5.8 Details of gender sensitization programmes

No formal programmes have been arranged but through NSS and Women's Studies (COP) some classes and talks have been organised.

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events



State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	191	76755.00
Financial support from government	All SC, ST, OBC and Minority Students	Not available
Financial support from other sources	Some meritorious students and Bidi Shramik	Not available
Number of students who received International/ National recognitions	0	0

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 1) Upgradation of playground, 2) pure drinking water, 3) betterment of the canteen.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Our Vision: To carry the light of Higher Education within the Reach of all and to Empower the Marginal People to be the Part of National Development as Embedded in Logo of the College

Our Mission:

- To Impart Sound and Meaningful Higher Education to the Students
- To Expand the Facility of Higher Education to all Eligible Students of the Society
- To help them Achieve Successful Professional Career
- To Expand the Horizon of Education through Introduction of New Subjects Based
- To Promote and encourage the achievement and to work for advancement of the knowledge of different subjects on the demand of society.
- To empower the student to be self-reliant and to achieve excellence so that they can derive the benefit of national development.
- To help them to become ideal and responsible citizens of the country.
- To produce intellectually sound, morally upright socially concerned students to be of service to the nation.
- To help the aged sick and needy teachers, students and employees.

#### 6.2 Does the Institution has a management Information System

Yes

The Governing Body puts forth the plans and policies suggested by its members in the meetings. The best possible outputs are planned and recommended for further action through the Principal and Heads of Departments. After the completion of the plan the Principal submits his reports to the Governing Body.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Being the affiliated college of a University, the institution has hardly any scope of curriculum development. However, the BOS members directly and other teachers indirectly do contribute in curriculum development.

##### 6.3.2 Teaching and Learning

Building up of infrastructure, appointment of more teachers, purchase of books, encouraging teachers to attend seminars and workshops, submit major/minor research projects, acquiring higher degrees.

### 6.3.3 Examination and Evaluation

Conducted by the Affiliating University and some reforms have been initiated internally. Class Test, Surprise Test and Unit Test are taken regularly.

### 6.3.4 Research and Development

The college encourages the faculty members to attend seminars and workshops, submit major/minor research projects, acquiring higher degrees. Majority of the teachers are involved regularly in research and seminar/conferences.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college regularly purchases book, computers, instruments for physical education and science labs for the benefit of the students. The college also subscribed the BSNL Broadband connection with wifi facility along with VPNN connection.

### 6.3.6 Human Resource Management

As per the guidance of the Governing Body of the college, the Principal has the responsibility of Human Resource Management. The existing State Govt. and UGC norms are followed in this respect.

### 6.3.7 Faculty and Staff recruitment

The college authority made regular requisition to the Government for the appointment of permanent teachers. To solve the immediate problem of shortage of teachers and staff the college recruits Guest Lecturers and staff on purely temporary basis. Permanent faculty is recruited centrally by the West Bengal College Service Commission and permanent non-teaching staff is recruited by the College Governing Body.

### 6.3.8 Industry Interaction / Collaboration

The BBA Department regularly interacts with the industries and firms and the industries/firms cooperate in this respect.

### 6.3.9 Admission of Students

Transparent Admission process, based on merit and reservation policies of the Government. Admission rules and process are widely circulated through notices, flex and college website. To attract the students of BBA, special advertisement campaign is undertaken in the district.

### 6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	4+ 4 (Govt)

6.5 Total corpus fund generated

0.00

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	NORTH BENGAL UNIVERSITY and STATE GOVT.	YES	Governing Body and IQAC
Administrative	YES	NORTH BENGAL UNIVERSITY and STATE GOVT.	YES	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Regular reform measures are taken by the affiliating University as and when situation demands

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No such efforts have been taken by the affiliating University.

6.11 Activities and support from the Alumni Association

Regular contact between the college and the alumni is maintained. The association extends full support whenever the college needs. They take part in all co-curricular activities undertaken by the College or the Students' Union

#### 6.12 Activities and support from the Parent – Teacher Association

Suggestions come out from Parent-Teacher meetings are implemented as far as possible. Parents take interest in inspiring teaching-learning environment of the college.

#### 6.13 Development programmes for support staff

The support staff is benefitted from the existing college co-operative society. All staff including the members of the Governing Body of the college physically and financially share the responsibility in need of any staff.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

The college takes initiative for plantation and upgradation of the playground. The college garden is well maintained. Special emphasis is given by the authority on cleanliness and sweeping of the college campus. College NSS Unit and the Students' Union are also very much active in maintaining the college campus eco-friendly.

### Criterion – VII

#### **7. Innovations and Best Practices**

##### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The following innovations have been introduced during this academic year: 1. Internet facilities through VPNN, 2. Xerox facilities, 3. Academic audit initiated by the Governing Body.

##### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The following are some of the remarkable action taken during this year: 1. Conducted programmes on Human Rights and Moral Values, 2. Playground upgradation, 3. ICSSR Major Research Project, 4. Ph. D. submission by two faculties, 5. Participation in Youth Parliament, 6. Community upliftment programmes through NSS

##### 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Two best practices of the institution are 1. Provision of free studentship for approximately 20% of the regular students and 2. Except university examination, one test examination and one unit test in addition to periodical class test and surprise test have been conducted by the college.

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

#### 7.4 Contribution to environmental awareness / protection

Environmental awareness and protection were made through regular activities and special camps of the NSS and also through the college administration in collaboration with the students. Greenery of the college campus is maintained and protected by the college community as a whole. During the year some saplings are planted.

7.5 Whether environmental audit was conducted? Yes  No

#### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Our college is the only college in the district where there are Arts, Science, Commerce and Management Course are offered to the students. Demand ratio is 1: 4.5. Supporting administration, dedicated teaching and non-teaching staff, strong sense of belongingness by all the members of the college, enough scope for development and upgradation in every sphere related to teaching-learning and other activities make strong point for the college.

The first NAAC accreditation has helped us a great deal in developing all round upliftment of the college.

Teacher-student ratio is our weakness at present. But in future we will be able to improve the condition. Some reformative measures in teaching-learning process and governance also have to be initiated for future improvement of our college. Our ultimate aim is to make the college the Centre for Excellence and achieve autonomy.

### 8. Plans of institution for next year

Plans chalked out for next year are 1. Recruitment of more faculty and non-teaching staff, 2. To start NCC, 3. To construct more buildings for class room, 4. To complete computerisation of library, 5. To organise seminars/conferences, 6. To encourage publication of research articles by the faculty in referred journals, 7. To publish e-journals by the college, 8. To organise anti-drug campaigns, 9. Literary activities, 10. Participation in Youth Parliament, 11. Community upliftment programmes through NSS.

Name *Dr. Dipankar Basu*

Name *Dr. Pankaj Kumar Debnath*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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