



**Acharya Brojendra Nath Seal College**  
**(A Government College)**  
**Cooch Behar, West Bengal**

**The Annual Quality Assurance Report**  
**(AQAR)**

for

**2017-2018**

**Submitted by**

**INTERNAL QUALITY ASSURANCE CELL**  
**(IQAC)**

## Part-A

### 1. Details of the Institution

1.1 Name of the Institution

Acharya Brojendra Nath Seal College

1.2 Address Line 1

P.O.: Cooch Behar

Address Line 2

P.S.: Kotwali

City/Town

Cooch Behar

State

West Bengal

Pin Code

736101

Institution e-mail address

info@abnscollege.org

Contact Nos.

03582226112

Name of the Head of the Institution:

Bimal Kumar Saha

Tel. No. with STD Code:

03582226112

Mobile:

9474540386

Name of the IQAC Co-ordinator:

Debabrata Lahiri

Mobile:

8250561760

IQAC e-mail address:

iqac@abnscollege.org

1.3 NAAC Track ID

WBCOGN13709

1.4 NAAC Executive Committee No. & Date:

EC(SC)/23/A & A/24.2 dated 28.03.2017

1.5 Website address:

<http://www.abnscollege.org>

Web-link of the AQAR:

<http://abnscollege.org/aqar.php>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.89	2008	2008 - 2013
2	2 <sup>nd</sup> Cycle	A	3.07	2017	2017-2022

1.7 Date of Establishment of IQAC : DD/MM/YYYY: **19/10/2009**

1.8 AQAR for the year (for example 2010-11): **2017-18**

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)

AQAR 2016-17 submitted to NAAC on (01/06/2018)

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

(UGC approved)

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):

At IGNOU Centre of the College:

- i) Commerce
- ii) Social Work
- iii) Tourism Management
- iv) Computer Applications
- v) Library and Information Science
- vi) Rural Development
- vii) Journalism and Mass Communications
- viii) Disaster Management
- ix) Health Science
- x) Environmental Studies

At Distance Education Centre under Burdwan University:

P.G. programmes (Annual System) in 5 Arts subjects: Bengali, English, Sanskrit, History, Philosophy

1.12 Name of the Affiliating University (for the Colleges)

Cooch Behar Panchanan Barma University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text" value="√"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members: 19	
2.10 No. of IQAC meetings held: 2	
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/> Faculty <input type="text" value="1"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="0"/>
Alumni	<input type="text" value="0"/>
Others	<input type="text" value="0"/>

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) Theme

2.14 Significant Activities and contributions made by IQAC

- (i) One National level Seminar of Humanities and Social Sciences, One National level Seminar of Science as well as Memorial Lectures by all the Departments of the College could be undertaken under the active stewardship of IQAC.
- (ii) IQAC encouraged stakeholders' participation. Alumni Association continued their campus beautification activities. Parent Teacher Association sponsored two National level seminars and Memorial lectures. They have also decided to provide fund to the College to appoint Teaching-Learning Assistants and one Library Project Assistant.
- (iii) IQAC is instrumental behind publication of the College Annual Report *Samay*,
- (iv) Feedbacks from outgoing students were taken, analysed, and circulated to relevant wings of the College.
- (v) IQAC has recommended to the College authority to forward applications of faculty members to participate in faculty development programmes. In the year seven and four teachers have successfully completed Refresher Courses Orientation Programmes respectively, and nine teacher has successfully attended Workshop/short-term courses. It has a facilitating role in forwarding the files of faculty members to the Higher Authority for their career advancement under Career Advancement Scheme (CAS).
- (vi) IQAC had significant role in shoring up students' discipline and campus security by suggesting appropriate measures.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. A few value added courses like Media Studies and Tourism Management be introduced.	1. An attempt by the ABNSCPTA was made to establish an institute of rural management. A team visited IRMA, Anand, to understand the working of a state-of-the-art institute. However, the project had to be shelved in view of some operational difficulties.

2. An inter-disciplinary collaboration.	2. The collaboration proved fruitful for the course in environmental study.
3. Introduction of Physiology as a general subject for Honours students.	3. The course has been introduced.
4. PG courses in a number of Departments to be contemplated, including the Department of Philosophy, by ensuring adequate teaching strength and liaison with the University.	4. As it turned out that the departments cannot be made equipped with adequate staff strength to open PG courses, the plan could not be executed.
5 Formal Performance and Academic Audit to be initiated.	5. This year the college switched to CBCS mode. In view of the extra effort involved for this conversion the audit work could not be initiated.
6. Formal Green Audit be initiated.	6. A Green Committee was set up. The Committee has completed making a list of plants in the College campus. On its initiative a proposal to set up a bio-diversity park within the campus was also prepared and sent to the State government.
7. An audit of sophisticated instruments to be undertaken for ensuring their maintenance.	7. On the basis of a survey of sophisticated instruments it was found that a few of such instruments needed some repair. Vendors were contacted and primary inspection and some repair work was done.
8. All the computers to be protected by required software.	8. Adequate number of internet protection software were purchased and installed.
9. People's Biodiversity Register be developed.	9. A plan of actions has been drawn up.
10. The College initiates the process to seek approval from the Higher Authorities to start UG Honours and General courses in Education in the College	10. A proposal was subsequently sent to the Department of Higher Education. Permission was obtained to start the course in 2018-19 academic year.

Establishment of a Language-Lab in English	After an initial talk with an interested vendor, a quotation was also obtained. However, due to shortage of staff and other operational difficulties the project had been postponed.
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\* Academic Calendar of the year in Annexure-II.

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

N.A

## 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	4	0	0	0
UG	16*	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	20	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

\* Includes 14 Honours Courses and 2 General Stream courses – Science and Arts.



1.2 (i) Flexibility of the Curriculum: Core/Elective option:

Maximum flexibility is offered within the parameters of University stipulations and College infrastructure.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	0
Annual	0

1.3 Feedback from stakeholders\*: Alumni: 0 Parents: 20 Employers:0 Students: 20

(On all aspects)

Mode of feedback: Online:0 Manual: 40 Co-operating schools(for PEI ):N.A

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

The UG course under the Cooch Behar Panchanan Barma University has switched from 1+1+1 system to a Semester Choice Based Credit System. A massive revamp of the course structure and contents followed. Faculty members of different departments of the College made important contribution to this restructuring of the syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details: None

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
81	54	14	0	13

2.2 No. of permanent faculty with PhDs: 28

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

Asst. Professors +Associate Professors (both WBES posts)		Professors (WBSES posts)		Others		Total	
R <sup>1</sup>	V	R <sup>2</sup>	V	R	V	R	V
+1	17*	0	8	-3	0	-2	25

<sup>1</sup> R=Recruitments + Net Transfers (=Transfers to the college-Transfers and retirements from the college)

<sup>2</sup>R=Recruitments + Net Transfers

2.4 No. of Guest and Visiting faculty and Temporary faculty:

0	0	4 <sup>#</sup>
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# Faculty members for IGNOU and Distance Education Centre of Burdwan University have not been included in this year's calculation.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	48	9
Presented papers	2	33	6
Resource Persons	0	5	1

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

Films, documentaries, recordings and clippings downloaded from authentic/relevant/educational websites were shown and access to e-books/websites provided.

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

177

(including PG classes during Vacation)

2.8 Examination/ Evaluation Reforms initiated by the Institution

None

(for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum

Restructuring /revision/syllabus development as  
member of Board of Study/Faculty/Curriculum

Development workshop	14	0	14
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2.10 Average percentage of attendance of students: 88

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	First Class %	Pass %
U.G. (Hons)	241	38	98
U.G.(General)	52	2	73
P.G.	90	62	100

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

The IQAC's contribution to Teaching & Learning processes usually takes the following forms:

- i) Annual feedback analysis: Feedbacks are taken from the outgoing students through questionnaires. Data contained therein are processed and analyzed. Results of the analysis are discussed and disseminated among the concerned departments for remedial and quality maintenance measures.
- ii) IQAC meets stakeholders like students, teachers, and office staff to identify bottlenecks and initiate corrective measures.
- iii) IQAC prepares Academic Calendar that guides academic activities and guardian teacher interface throughout the year.
- iv) IQAC actively encourages academic departments to pursue students' mentoring.
- v) For the last few years IQAC has been encouraging the departments to hold memorial lectures and departmental seminars. A fund is kept in the Annual Budgets for this purpose.
- v) Due to discontinuation of service by a large number of guest teachers due to lack of government fund and resignation of three part-time permanent teachers, and embargo on hiring part-time teachers from government fund, the College, especially its morning section which looks after general and Programme courses, has faced an unprecedented shortage of human resources. IQAC has proposed to tap some fund from ABNSCPTA to employ 9 Teaching-Learning Assistants to tide over the crisis. It has also suggested that a Project Assistant for the library may also be employed in a similar manner to speed up digital cataloguing. The suggestion has been formally accepted by the College Authority.

### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	9
Others	0

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	28	0	0
Technical Staff	0	2	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

B N Seal Journal of Science and Victorian Journal of Arts are published each year. Both these journals contain scholarly articles of research, contributed by scholars from colleges and universities mostly from West Bengal, but also from outside the state and abroad. They inculcate spirit of research among teachers. The IQAC promotes publication of these Journals.

IQAC sensitizes young teachers to undertake research projects funded by UGC and other funding agencies. It also works towards a congenial atmosphere in the college for teachers pursuing their Ph D degrees or intending to participate in other faculty development programmes.

From this year the College has started to fund two Mini research projects from its non-government fund to further facilitate research by in-house faculty members. The two projects, one in Physiology and the other in Geography, have already been completed.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned(₹)	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0
Funding Agency	N.A	N.A	N.A	N.A

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	1
Outlay in Rs. Lakhs	4.2	0	0	4.2
Funding Agency	UGC	UGC	UGC	UGC

### 3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	34	32	2
Non-Peer Reviewed Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	3	0

### 3.5 Details on Impact factor of publications:

Range<sup>1</sup> 0.324-3.962

Average<sup>2</sup> 1.911

h-index<sup>3</sup> 0-218

<sup>1</sup>Range of impact factor is mentioned as the lowest and highest impact factor of the Journals in which articles are published.

<sup>2</sup>Avg. of impact factors is the arithmetic average of impact factor of the Journals in which articles are published.

<sup>3</sup>h- index range is given as the range between lowest and highest h-index of the Journals in which articles are published.

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(Rs)**	Received** (Rs)
Major projects				
Minor Projects		UGC		1,10,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)		ABNSCPTA	20,000	20,000
Total			20,000	1,30,500

\* Corresponds to projects sanctioned in the year.

\*\*Includes funds for submitted, ongoing and newly sanctioned projects. This year, for the Minor Projects, the figure includes final tranche of reimbursements for 3 completed projects one of which has been completed in 2017-18.

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: N.A CAS: N.A DST-FIST: N.A

DPE: N.A DBT Scheme/funds: N.A

3.9 For colleges Autonomy: No CPE: ended in 2016-17 DBT Star Scheme: No  
INSPIRE: No CE: No Any Other (specify): RUSA (processing stage)

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons: 6

3.13 No. of collaborations: 0                      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: 1.105

From Management of University/College: 0.2

Total: 1.305

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	3	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides: 4

No. of students registered under them: 15

No. of students awarded Ph.D: 4

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

The College is not empowered to award Ph.D degrees. Faculty members work as Ph.D supervisors/joint supervisors after being permitted by respective universities.

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

JRF: 0                      SRF: 0                      Project Fellows: 0                      Any other: 0

3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

University level: 152                      State level: 14  
National level: 10                      International level: 0

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum: 0                      College forum: 7  
NCC: 10                      NSS: 3                      Any other: 0



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

i). The College NSS wing with the help from the Department of Physiology conducted a special Health Camp at its adopted village Lankabari from. A socio-economic survey was also conducted during this special camp.

ii) The College was entrusted by the Government of West Bengal with the task to undertake Third Party Assessment of *Bidhayak Elaka Unnayan Prakalpa* (BEUP). The team from the College assessed the development projects undertaken under BEUP, which included roads, rain shed, toilet blocks etc.

Each day the Team used to spend more than 8 hours on road, and inspection work often continued even after sunset. Teachers in the inspection teams stretched themselves to this extent because they considered this work as an opportunity to contribute in their humble way to the cause of the larger society.

## 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	13.267acres	0	Donated by King of Coochbehar	13.267acres
Class rooms	43	0	The King of Coochbehar and the Government of West Bengal	43
Laboratories	23	0	UGC & State Govt.	23
Seminar Halls	2	0	Government of West Bengal	2
No. of important equipments purchased ( $\geq$ 1 lakh) during the current year.	2	0	UGC and State Govt.	2
Value of the equipment purchased during the year (Rs. in Lakhs)	Incomplete data	2584714	Govt. of West Bengal	
Students' Union Room, Students' Common Rooms (Girls' and Boys'), Canteen	4	0	Govt. of West Bengal	4

#### 4.2 Computerization of administration and library

Three computers of the Library are now connected through LAN. Library automation was started in 2016 with the help of UGC CPE fund. Koha Integrated Library Software was purchased along with a Library Server. This year 500 library books have been processed.

The Office computers were used for Salary Bill preparation, writing of official letters, notices and circulars. They were also used for University registration and filling up of forms. Admission process is conducted online as well as onsite, but the process is completely computerized.

#### 4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	71328 [split up not available]	Not available	1268	544880	72596	
Reference Books			[Split up not available]			
e-books*	93809	Not available			93809	
Journals**	Not available	Not available				
e-Journals*	6247				6247	
Digital Database						
CD & Video	83	6020	0		83	6020
Books received as gift	382		88		470	

\*Registered under N-List Programme of UGC-Infonet ( Subscription – Rs. 5725/-); \*\* Cumulative figure since the foundation year of 1888 is not available.

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	IQAC
Existing	100	16	18	0	0	8	74	2
Added	1	0	0	0	0	1	0	0
Total	101	16	18	0	0	9	74	2

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

Two teachers from the College attended a one-day government-organized workshop on e-waste management.

4.6 Amount spent on maintenance in lakhs (Rs.):

i) ICT: 2.521

ii) Campus Infrastructure and facilities: 113.63417

iii) Equipments: 2.39

iv) Others: 1.06

Total: 119.60517

## **Criterion – V**

### **5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- (i) The IQAC makes sure that the students seeking admission to the College are given the Prospectus which contains the details of the College including its various departments, infrastructural facilities, different training/counselling programmes and support services.
- (ii) Displays informing the existence of anti-ragging cell and anti-ragging provisions at prominent places of the campus.
- (iii) It takes part in arranging talks/seminars on academic as well as career guidance, and brings them to the notice of the students. Students are also encouraged to apply for Govt. (INSPIRE, DWO etc.) and other scholarships through the office of the College.

5.2 Efforts made by the institution for tracking the progression

The attendance of the students and their performance in the class/in different tests/examinations are monitored and reviewed, and personal counselling is given by the teachers, if necessary. The teachers also take care to listen to the students about their personal problems and provide suggestions. The progression of the pass-out students are tracked through the office and the various departments to the extent possible.

5.3 (a) Total Number of students

Undergraduate: 1889

Postgraduate: 217

(b) No. of students outside the state: 0

(c) No. of international students: 0

(d)

Men	No	%	Women	No	%
	1083	51.4		1023	48.6

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physicall y Challeng ed	Total
1262	486	71	287	14	2106	1172	481	98	355	30	2106

Demand ratio: 17.2

Dropout: 10.3 %

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

The Entry in Services sub-committee of the Teachers' Council prepares students for West Bengal Civil Service Examination and School Service Examination. The Pre-Examination Training centre under the PG Entrance and NET/SET sub-committee of the Teachers' Council prepares students for NET and SET.

No. of students beneficiaries: 105

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

NET: 1      SET/SLET: No reports      GATE: No reports      CAT: No reports

IAS/IPS etc N.A      State PSC: No reports      UPSC: No reports      Others: 30

Note: Actual numbers may be higher than what have been cited above due to error from non-reporting from passed out students.

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

Career Counselling Cell keeps students apprised of career opportunities by prominently displaying offers and proposals sent by various recruiting agencies and training enterprises.

The Career Counselling Cell has organized several career oriented seminars and workshops in collaboration with skill development agencies like ICA, RICE, TCS, Anudip Foundations and others. A number of students selected by the agencies are being trained in these institutions.

No. of students benefitted: 40

### 5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	30

### 5.8 Details of gender sensitization programmes

The College takes special care for gender sensitization through *Bishakha* and Equal Opportunity Cell. Like in every year, a special programme has been organized by the Women's Cell of the College to observe the World Women's Day on 14<sup>th</sup> March, 2018. An exhibition of books on gender issues and books written by women authors along with an exhibition of visual arts on gender related theme was also organized jointly by the Women's Cell and the Central Library on 16<sup>th</sup> and 17<sup>th</sup> March 2018.

### 5.9 Students Activities

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

State/ University level: 32                      National level: 0                      International level: 0

No. of students participated in cultural events

State/ University level: 11                      National level: 0                      International level: 0

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

Sports: State/ University level: 0                      National level: 0                      International level: 0

Cultural: State/ University level: 5                      National level: 0                      International level: 0

### 5.10 Scholarships and Financial Support:

Most of the students get stipends/scholarships at an average of approximately ₹ 1500.00 per annum. They come under various government and private schemes, which have started to disburse stipend/scholarship money online. Function of the College is to forward the applications to respective sponsors.

Stipend/Scholarship	Number of Recipients
Inspire Fellowship	40
National Scholarship Scheme	150
Swami Vivekananda Merit-cum-Means Scholarship (Govt. of West Bengal)	185
Sitaram Jindal Foundation Scholarship	25
<i>Uttar Kanya</i> Scholarship for North Bengal (Govt. of West Bengal)	150
West Bengal Post-Matric Scholarship for SC/ST/OBC (Govt. of West Bengal)	1170
<i>Kanyashri</i> (Govt. of West Bengal)	328
<i>Rashtriya Sanskrit Sansthan</i> (MHRD, Govt. of India)	20
Scholarship from West Bengal Labour Welfare Fund (Govt. of West Bengal)	100

#### 5.11 Student organised / initiatives

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

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

#### 5.12 No. of social initiatives undertaken by the students: 7

#### 5.13 Major grievances of students (if any) redressed:

Complaints relating to hostel facilities were attended to. Major repair work was undertaken for both the hostels.

## Criterion – VI

### 6. Governance, Leadership and Management

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

**Vision:** To create socially responsible citizens with academic excellence by blending traditional values of education with modernity.

**Mission:** To maintain its glory intact as the Centre of learning in the North-Eastern region of the country, the College is trying to adapt to the changing time by amalgamating the value based traditional ambition with modernity.

To manifest oneness among the students of diverse socio-cultural and economic background by inculcating inquisitiveness with an analytical mindset.

To create eminent contributors to the society by overcoming the dilapidating forces like regionalism, fundamentalism and racism and thereby setting a world of universal brotherhood with harmony.

To generate holistic excellence among students for competing in the global employment market.

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

The College is handicapped by fund availability to institute a full-fledged Management Information System. However, IQAC has taken an initiative to build a database system for teachers. IQAC organized a presentation from an IT firm to assess the technical and financial possibility to acquire a customized data-base software.

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

##### 6.3.1 Curriculum Development

Since this is an affiliated college under Cooch Behar Panchanan Barma University, the College cannot develop its curriculum other than through its representatives in the Board of Studies at the Universities.

At the initiative of the Alumni Association a certificate course on value education has been completed for the first batch of students.

##### 6.3.2 Teaching and Learning

Films, documentaries, recordings and clippings downloaded from authentic/relevant/educational websites were shown and access to e-books/websites provided.

##### 6.3.3 Examination and Evaluation

Continuous evaluation through interactive teaching, class tests and students' seminars.

#### 6.3.4 Research and Development

- a) Motivated faculty members to apply for funding from UGC and other agencies to undertake major and minor research projects.
- b) Encouraged Departments to hold seminars.
- c) Provided support to faculty members wanting to present papers at different seminars and conferences and publish articles in peer-reviewed journals.
- d) Published two Journals.

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

- a) Repair and maintenance of water lines in college campus and the two hostels.
- d) Repair and renovation of the Library building.
- e) Repair and renovation of the Girls' Hostel.
- f) Repair and renovation of the Boys' Hostel.
- g) Landscaping and gardening work

#### 6.3.6 Human Resource Management

- a) Attendance records of the teaching and non-teaching staff.
- b) Monitoring of the teaching-learning process through periodic meetings of the Teachers' Council as well as through Departmental meetings.
- c) Need-based meetings and activities of different sub-committees of the Teachers' Council.
- d) Need-based meetings of purchase advisory committee for financial decision making.
- e) Use of participatory management technique instead of strictly bureaucratic methods. The administrative Head and teachers often join hands with support staff to expedite work.
- f) Regular notification through Notice Boards and the College website. A few WhatsApp groups have been created among teachers for quick execution of required work.
- g) Enabling some teachers to join various Faculty Improvement programmes like summer/winter schools, workshops, refresher and orientation courses conducted by various universities. This year 20 teachers were benefited from such programmes.

#### 6.3.7 Faculty and Staff recruitment

Recruitment of the teaching and non-teaching staff is made under the recruitment scheme of the Government of West Bengal at the recommendation of Public Service Commission, West Bengal and Staff Selection Commission, West Bengal respectively. Service of the incumbents is transferable.



6.3.8 Industry Interaction / Collaboration: None.

6.3.9 Admission of Students

Computerized preparation of merit list followed by counselling at the time of admission. Admission process was conducted within the university norms.

6.4 Welfare schemes for	Teaching	West Bengal Health Scheme, Group Insurance, medical allowance
	Non teaching	West Bengal Health Scheme, Group Insurance, medical allowance
	Students	Availability of various stipends/scholarships

6.5 Total corpus fund generated

The College being under direct control of the Government of West Bengal, is not empowered to generate funds on its own.

6.6 Whether annual financial audit has been done: Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A	No	N.A
Administrative	No	N.A	No	N.A

6.8 Does the University/ Autonomous College declare results within 30 days?: N.A

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?: N.A

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

6.11 Activities and support from the Alumni Association

Alumni Association actively participated in the beautification work of the College. The Association also conduct a certificate course in value education.

6.12 Activities and support from the Parent – Teacher Association

The Parent – Teacher Association funded two national level seminars and all the Departmental Memorial lectures.

6.13 Development programmes for support staff

The College has initiated a system of incentive for its support staff in the way of recognizing good work by conferment of annual prizes each year.

This year, like in the previous year, the College organized an event of extramural activities by children of the College staff and awarded the winners.

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

- a) Maintenance of waste disposal bins at strategic points in the campus.
- b) Weekly cleaning drive by the NSS unit.
- c) Observation of *Banomahotsab* week to generate environmental awareness.

## **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.

From this year, under the newly introduced CBCS, continuous assessment of students has a direct impact on their semester performance. This has positively influenced students' class participation.

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

Given in Part-A 2.15

7.3 Give two Best Practices of the institution

7.3 Give two Best Practices of the institution.

- a) Annual National Level/International Level Seminars
- b) Publication of Academic Journals

\* Details in Annexure- III

7.4 Contribution to environmental awareness / protection

Given in Part-B 6.14

7.5 Whether environmental audit was conducted?

A list of plants within the College campus was drawn up and compared with the last year. It came out that the green initiative had started to become fruitful.

## 7.6 Any other relevant information the institution wishes to add

### Strength:

- Teacher-student ratio is very healthy.
- Both the central library and the departmental seminar libraries are rich in collection.
- Teachers are accessible to students beyond class hours.
- The campus is peaceful.

### Weakness:

- The morning section is understaffed.
- Less than adequate use of ICT in teaching and administration.
- Lack of fund vis-a-vis requirement.

### Opportunities:

- Given the rich collection of books in the seminar and central libraries, students can be motivated and provided opportunity to make more use of the collection.
- Internet can be used as a tool to supplement classroom teaching through, for example, blog posts.

### Challenges:

- To provide state-of-the-art facilities to students, teachers and the support staff.
- To overcome infrastructural problems, including those caused by external factors such as inadequate provision of municipality services, e.g., drainage.

## 8. Plans of institution for next year

- I. Teaching staff would be strengthened for the Morning section.
- II. A Library Project Assistant would be employed.
- III. Establishment of the Department of Education.
- IV. The College would do the needful to get successfully registered as a RUSA beneficiary.
- V. Effort would be initiated to participate in the NIRF.
- VI. ICT initiative would be strengthened.

Name: Debabrata Lahiri



Signature of the Coordinator, IQAC

Name: Bimal Kumar Saha



Signature of the Chairperson, IQAC

## Annexure- I

### Abbreviations:

ABNSCPTA	-	A.B.N Seal College Parent-Teacher Association
CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
IGNOU	-	Indira Gandhi National Open University
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

## Annexure-II

## ACADEMIC CALENDAR FOR 2017-2018

SCHEDULE	B.A. / B.Sc.			M.A. / M.Sc.	
	SEM-I	PART-II	PART-III	SEM- I & III	SEM- II & IV
Admission	June-July	NA	NA	First week of July(For SEM-I)	
Publication of Class Routine	First week of July	First week of July	First week of July	First week of July	
Commencement of classes	10 July	Immediately after the publication of class routine	Immediately after the publication of class routine	Second week of July	
Guardians-Teachers Meet	Last week of August				
Annual Day Celebration & Foundation Day Celebration	3 <sup>rd</sup> & 4 <sup>th</sup> September				
Mid-term Test	Continuous Evaluation	Second week of Sept.	Second week of Sept.	Cont. evaluation	
Remedial classes	November			November	
Field excursion for specific departments			Third week of November		
Institute visits/Green visits		First week of December			
Students' Seminars in different departments		Third week of December		Third week of November	First week of May
End-Sem. Examination	As per Univ. schedule			As per Univ. schedule	
Commencement of semester classes	<b>SEM-II</b> Second week of Jan.				<b>SEM-II &amp; IV</b> Second week of Jan.
End-term Test	Cont. evaluation	First week of January			Cont. evaluation
Annual Sports	First week of Feb.				
Field excursion for specific departments					March
Remedial classes	April				April
Final Examination	As per Univ. schedule	As per University schedule			

## Annexure-III

### Best Practice-a

1. Title of the Practice

Annual National Level/International Level Seminars

2. Goal

The goal is twofold. First, the College wanted to encourage the members of its teaching staff to engage in an annual exercise of organizing academic congregation on a truly massive scale, thereby enhancing their integration with a larger academic milieu. Secondly, an annual affair of this nature would provide an important exposure to the students to the way academic discourse is conducted among scholars.

3. The Context

Different Departments of the College conduct departmental seminars quite regularly, besides memorial lectures. Students' seminar is also a regular feature in the College. Moreover, seminars of multi-disciplinary were organized by the College in which scholars from different institutes of higher education participated. It was during a couple of such seminars in 2016, one at the International Level and the other at the National Level, that an enormous enthusiasm among students was observed to the great satisfaction of their teachers. It was then decided that this must constitute an annual feature for the College.

4. The Practice

There are to be two annual seminars on National/International scale – one for the Humanities and the other for Science – to be held during February/March. Collaborations for fund, logistics, and greater coverage, are to be sought from different organizations.

The Seminar and Research Committee of the College convenes a meeting to decide on the themes, and the organizations to be approached for collaboration. A seminar organizing committee is also set up for each seminar, and a convener is selected.

In the next step, the convener prepares a draft concept note to be placed before the seminar organizing committee. Once the concept note is given a final shape and seminar sessions are chalked out, a list of speakers and chairpersons is prepared for plenary lectures. After consent letters from the invited speakers and chairpersons are received, the concept note along with the detailed proposal for the seminar including the list of speakers is prepared both for submitting to the funding agency, if any such agency is to be approached, and for wide circulation along with call for papers.

A seminar registration fee is charged to defray any surplus expenditure and/or to contribute to a corpus dedicated to future seminars.

Following is an account of the two seminars held during the year.

Sl. No.	Date	Details of Seminars	Collaboration
1.	February 22-23, 2018	Interdisciplinary (Science) National Seminar on " <i>Science and Mankind – A Better Tomorrow</i> "	IGNOU
2.	February 26-27, 2018	National Seminar on " <i>Approaches to Environment: Society, Culture, Polity and Economy</i> "	IGNOU and ABNSCPTA

5. Evidence of Success

Both the seminars were successful in attracting academic fraternity from colleges, universities, and research institutes from different States of India. Number of participants was well over 500. Eminent scientists – both from natural and bio-sciences – spoke on frontier research in their plenary lectures. Social scientists and professors of Literature, through their plenary lectures, did weave a wide-spectrum illuminating discourse on environmental issues. The business sessions proved extremely fruitful as gauged by the animated question answer sessions that followed most of the paper presentations. Students' participation was also very encouraging both in terms of number and in terms of enthusiasm.

6. Problems encountered and Resources Required

No seminars on State/National/International scale could be organized in the academic year 2016-2017 because such a plan would have clashed with the plan to prepare for the NAAC Peer Team's visit for the 2<sup>nd</sup> cycle. Soon after the accreditation process was over, the College had another formidable task to perform – to prepare for the introduction of CBCS curriculum. A lot of time and energy had to be diverted to the task of successful adoption of the new system. Being a premier institution affiliated to the University the College had to lend both time and human resources to the university in formulating and implementing CBCS. The Departments had also to get into the new rhythm of a semester system.

Fortunately, the College could ultimately initiate the process of preparation for the two seminars. Collaboration from IGNOU and ABNSCPTA contributed in a major way to the ultimate success of the two seminars.

Best Practice - b

1. Title of the Practice

Publication of Academic Journals

2. Goal

The goal is to create and keep alive a research ambience and academic fraternity among the faculty members and other contributors from outside.

3. The Context

For quite some time it was felt that the College as a premier institute of higher education in North Bengal can play an important catalytic role to promote research by providing an opportunity to researchers to publish their research papers. Many young teachers have been recruited to the West Bengal Educational Service cadre in the recent past. Quite a few of them are posted at this College. The publication can be a window for this wide group of young researchers as well.

4. The Practice

*Victorian Journal of Arts* was first published in November, 2007. Two months after its publication *B.N. Seal Journal of Science* saw light of the day. The two journals, as their titles suggest, cater to the fraternities in the Humanities and Sciences respectively. After a couple of volumes both the journals acquired their International Standard Serial Numbers -- ISSN: 0975-5624 and ISSN: 0975-5632 respectively. *Victorian Journal of Arts* is published biannually (January and July issues) and *B.N. Seal Journal of Science* is published once in a year. Received papers are initially reviewed by an Editorial Board consisting of subject experts from relevant Departments. If the papers are not rejected at this stage they are sent to outside referees for comments. Utmost care and rigour is observed so that required modifications are incorporated, if required, by the authors to the satisfaction of the Editorial Board before the papers are finally selected for publication. Papers are rejected after preliminary scrutiny if they are not found conforming to the two journals' abiding standards.

5. Evidence of Success

Since their first publications in 2007-2008 utmost care is taken so that each year the two journals are published in time. The effort is quite successful to date and the two journals are now familiar to a wide cross-section of the academic fraternity. This year both the journals have been enlisted by the UGC.

6. Problems encountered and Resources Required

Faculty members who double up as members of the Editorial Boards have to work really hard over and above their teaching load and other responsibilities related to academic administration. There is neither any dedicated office nor any support staff for the publication Department.