



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

1. Name of the Institution	RABINDRA MAHAVIDYALAYA
Name of the head of the Institution	DR PRASANTA BHATTACHARYYA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03212255104
Mobile no.	9830348011
Registered Email	principal.iqac.rmv@gmail.com
Alternate Email	kkmshreya@gmail.com
Address	CHAMPADANGA
City/Town	HOOGHLY
State/UT	West Bengal
Pincode	712401
2. Institutional Status	
Affiliated / Constituent	Affiliated

Type of Institution	Co-education																						
Location	Rural																						
Financial Status	state																						
Name of the IQAC co-ordinator/Director	Dr Krishna Kumar Mondal																						
Phone no/Alternate Phone no.	09474103701																						
Mobile no.	9474103701																						
Registered Email	principal.iqac.rmv@gmail.com																						
Alternate Email	kkmshreya@gmail.com																						
3. Website Address																							
Web-link of the AQAR: (Previous Academic Year)	<a href="https://rabindramahavidyalaya.ac.in/aqar.php">https://rabindramahavidyalaya.ac.in/aqar.php</a>																						
4. Whether Academic Calendar prepared during the year	Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://rabindramahavidyalaya.ac.in/academic_calendar.php">https://rabindramahavidyalaya.ac.in/academic_calendar.php</a>																						
5. Accrediation Details																							
<table><tr><th rowspan="2">Cycle</th><th rowspan="2">Grade</th><th rowspan="2">CGPA</th><th rowspan="2">Year of Accrediation</th><th colspan="2">Validity</th></tr><tr><th>Period From</th><th>Period To</th></tr><tr><td>1</td><td>B</td><td>72.60</td><td>2006</td><td>21-May-2006</td><td>20-May-2011</td></tr><tr><td>2</td><td>B++</td><td>2.77</td><td>2017</td><td>22-Feb-2017</td><td>21-Feb-2022</td></tr></table>				Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	72.60	2006	21-May-2006	20-May-2011	2	B++	2.77	2017	22-Feb-2017	21-Feb-2022
Cycle	Grade	CGPA	Year of Accrediation					Validity															
				Period From	Period To																		
1	B	72.60	2006	21-May-2006	20-May-2011																		
2	B++	2.77	2017	22-Feb-2017	21-Feb-2022																		
6. Date of Establishment of IQAC	18-Dec-2006																						
7. Internal Quality Assurance System																							
Quality initiatives by IQAC during the year for promoting quality culture																							
Item /Title of the quality initiative by IQAC		Date & Duration	Number of participants/ beneficiaries																				
Postering on		06-Oct-2018 1	55																				

Postering on World Water Day by Nature	14-Mar-2019 1	90
Clothes and sanitation napkin distribution to the slum dwellers by women cell	28-Mar-2019 1	56

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

☐ In the academic session of 2018-2019, the IQAC along with the college authority provided sufficient funds to encourage the overall development of the college. The students of the college were made aware about dengue which affected the local people in the last year. The NSS officials along with the students organized a medical health checkup camp for benefiting the students and staff of the college.

☐ The college authority emphasized the placement of the students passing out from the college through several programs coordinated by the IQAC and placement Cell of the college. Soft skill development and computer skill development training programs were organized for the students. Besides, under the aegis of IQAC, for Commerce students, accounts and tax related and job oriented training programs were organized by the Placement Cell in collaboration with External

agencies. Apart from theses, placement Cell also organized student counseling program and orientation program, which also made the students aware about the scope and requirements of job oriented market and its specific requirements. The college authority made a budget provision amounting to Rs. 50000 / (Fifty thousand only) to fulfill the requirements of the Placement Cell so that it may function well in the future.

□ The IQAC coordinator and the other members of the cell decided to equip the classroom with glass boards and other facilities so as to help the students and teachers to have better infrastructural conditions that would add to their teaching skills. Accordingly, the Bursar of the College makes the following provision in the financial budget for the session 2018-19 prior to the inception of the financial year 2018-19 where Rs. 660000/ is allotted for laboratory expenses and educational excursion expenditure of departments; Seminar and Wall Magazine expenditure is allotted as Rs.15000 / ; computer purchase and maintenance expenditure is allotted Rs.155000 and for a library expenditure Rs.230000 was allotted. Since, the college authority placed the priorities of the students' at the first position, hence all the activities were direct or indirectly formulated for the benefit and success of the students of the college.

□ The IQAC coordinator placed before the principal of the college a blueprint for the infrastructure and campus development project along with estimated costs. The Principal decided to place the same to the Tarakeswar Developing Authority for each sanction and grant. Accordingly, the Principal also informed the SDO Chandannagar Hooghly for prompt action.

□ To facilitate better environment for academic excellence, the IQAC coordinator discussed with the Principal of the college to allot more funds for repair and maintenance of the classrooms, building of drinking water facility, selecting new areas and putting up new electrical wiring for meeting the additional requirement of college, maintenance of property which are located outside the main campus, more plantation of trees and installation of Solar Panels etc. Accordingly, budgeted allocations were made and measures are taken for fulfillment of such objectives.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Environment protection for sustainable development and better academic performance.	Cleaning of Campus frequently incurring an expenditure amounting to Rs.63120/. Nature club expenditure amounting to Rs. 26693/ towards plantation and gardening, organizing seminars and maintenance of medicinal Plant Gardens, maintenance of Kusum Vatika and Pushpa Vatika Gardens etc
Faculty exchange programs initiated by several departments.	Education expenditure Rs.37752/ as per syllabus of the UG courses.
Infrastructure development for students benefit.	Programs organised for soft-skill and computer skill development of students. Student career counselling programs. Student orientation programs towards competitive

	examinations.
Hands on training on data entry and barcode.	Budgeted allocation of RS.50000/ for infrastructure development of the placement cell.
Arranging extended programs of NSS and NCC.	Dengue awareness program held for keeping the students and staff physically fit. Medical health check-up program. Poster display program on river water conservation.
Routine activities of departments, cells and sub-committees.	Departmental seminars, quiz contests, Wall magazines Publications etc.Celebration of important dates throughout the year.Observing important dates like World bird day, Science Day. Womens' cell observing Womens' Day

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	06-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College uses College Administration Management Software (CAMS) which is one of the user friendly integrated application systems. It is used to carry out activities specifically related to the administrative domain i.e for Online Admission of Students in Undergraduate Courses after the declaration of the results of Higher Secondary Examinations. The fees collection is also done using the said software. Its updated extension ERP which is part of Enterprise Resource Planning named as eCOLLEGE is a CLOUD based integrated and continuously updated Database Management Software facilitating the academic parts like keeping the schedule and records of online classes, storing study materials, facilitating submission of assignments, taking online examinations, maintaining academic faculty profile, sending SMS to students etc on one hand and on the other hand facilitating the administrative activities like operating

payments through payment gateways, maintaining accounting, maintaining an asset register, auditing etc.

## Part B

### CRITERION I - CURRICULAR ASPECTS

#### 1.1 - Curriculum Planning and Implementation

##### 1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Before mapping the year plan, the IQAC coordinator meets all the teachers in an open forum in order to keep track of the institutional stakes for a specific year so that the action plan is developed in a more broad based fashion. The University of Burdwan has introduced the Choice Based Credit System (CBCS) for its entire UG course curriculum from the academic session 2017-18. Our institution has taken initiative for the newly admitted students to make them familiar with the CBCS system and also its assessment procedure etc. Our institution has also taken initiative for the second year students to make them familiar with the Skill Enhancement Courses (SEC) offered by our institution under the CBCS curriculum before the start of the classes of all the arts, science and commerce faculties. Thus, our institution has not only taken proper initiative to cater to the needs of students taking up the new CBCS curriculum but also is making efforts to help them settle with the semester based curriculum. This year both the (1+1+1) pattern (for students of old curriculum) and semester (for first year as well as second year students) pattern had been going on. Normally the institution develops and deploys action plans for effective implementation of the curriculum in the following way: 1. Through the year plan attached to the Prospectus distributed every year at the time of admission. 2. The Institution implements the curriculum set by its mother university - the University of Burdwan in all its UG Courses. 3. Practical and demonstrative teaching undertaken in the departmental laboratories and through excursions and educational visits. Regular verbal assessment and periodic internal tests and one Annual Test examination for every year are conducted. 4. The class routine is programmed to accommodate the stipulated number of lectures assigned in the university syllabus against every part/ component. 5. The annual events like Games and Sports, Annual Cultural Competition, Science Model Exhibition, Annual Social Function etc. are held regularly 6. Other than the conventional mode of teaching, Projectors/Monitors/Laptops are used by some departments to show PPTs. PDFs prepared by the teachers. Tutorials, instrumental techniques, structural models, charts and diagrams are some of the other measures adopted by different departments from time to time for increasing the interest of the students. For CBCS our institution is bound to follow the prescribed Internal Assessment (IA) process of The University of Burdwan only. Two I.A. per semester was conducted and the I.A. was taken in the form of Written Tests, Home Assignments, Seminars, Laboratory Demonstrations etc. Extempore, essay writing, participation in model Exhibitions (by Science and Language and Social Science groups), seminars, special lectures by the experts ( internal and external) from various fields, quizzes, wall magazines, field works and surveys, group based laboratory demonstrations, Practical Viva Classes are some of the other significant collaborative activities aimed at proper deliverance and transactions of the relevant curriculum. Entire plan of the curricular delivery is documented with the resolution of the Academic Sub-Committee, and IQAC cell.

##### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
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NIL	NIL	Nil	0	NIL	NIL
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## 1.2 - Academic Flexibility

### 1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil

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### 1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	UG	05/07/2018

### 1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 - Curriculum Enrichment

### 1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0

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### 1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	33
BSc	Zoology	41
BSc	Botany	53

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## 1.4 - Feedback System

### 1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil

Employers	Nil
Alumni	Nil
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

#### Feedback Obtained

Feedbacks are taken and analyzed to monitor and evaluate quality of teaching learning process every year. The results of internal examinations and attendance of students give signal about the standard of teaching learning process. Yearly self appraisal reports of teachers, facing promotion under CAS, are checked by the IQAC. The student feedback system is used to evaluate the teachers as a kind of self-reflective process. All the departments distributed the feedback form (as per the notification by the college authority) to the students in a prescribed format, where as many as students participated in it it was organized by a sub-committee consisting of teachers and non-teaching staff. After analyzing their feedback, from the response of the students it has come to our notice that a few students are not regular at their respective classes. Though sometime due to shortage of teachers, the routine classes are hampered but Departments arrange some special classes to complete the syllabus within time. Though the library has got sufficient number of collection of reference and text books etc. but catering to the high demands of students who face exam every six months as per the CBCS curriculum is not sufficient. Most of the students have suggested for more facilities like "Xerox Centre" for students, improved and cheap "Canteen Facilities", lending more number of text and reference books from library, neat and clean play ground and campus, Safe and cold drinking water facility, clean toilets etc. Organizing more number of Career Counseling Programmes is demanded in the feedback for motivating the students for their increased attendance. This year students of 1st and 2nd year had the CBCS curriculum and, therefore a very high demand for a large numbers of new text books for various subjects and new laboratory apparatus and instruments have been found in the feedback received from the students. A good demand of specific Skill Enhancement Courses (SEC) had been observed. Similarly feedback for enhancement of the infrastructure had been received to match the vision and mission of the CBCS curriculum. All the feedback received by the institution was analyzed by the Sub-Committee and generated a report for necessary steps to be taken by the college authority and the same was forwarded to the IQAC convener for utilization and planning for the overall development of the institution.

## CRITERION II - TEACHING- LEARNING AND EVALUATION

### 2.1 - Student Enrolment and Profile

#### 2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HONS+GENERAL	1476	4789	1209
BCom	Hons. + Gen.	248	119	34
BSc	Hons. + Gen.	503	1485	250

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### 2.2 - Catering to Student Diversity



### 2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3120	0	35	0	0

### 2.3 - Teaching - Learning Process

#### 2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
36	24	25	2	0	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is quite helpful for them. A few departments regularly conduct the mentoring and counseling of the students for Higher Education and Career Planning. Based on their performance academic counseling is conducted sometime in presence of parents (through parent teacher meeting (PTM)) also to motivate the students in their study and also to motivate for attending the classes such that student scores good grades in their University Examinations. Based on the performance of the students' sometime special classes for those slow learner students only are conducted by the teachers to supplement their academic need. Practical Practice Classes along with Viva Voce question discussions for the Science (H) practical examinees of the University Examination had been organized also in a routine manner to help them score good credit scores. These classes have helped them to perform well at the External Center of the Practical Examination during their Final Examination. The CBCS curriculum have been introduced in the academic session 2017-18, therefore high demand for a large numbers of new text books and new laboratory apparatus and instruments for various subjects have been found among the students. Mentoring for the students by the teachers in this regard became very much essential. Teachers helped them to manage with the old books available in the college library till the newly recommended books arrived in the laboratory. Similarly teachers helped the students to manage with the old apparatus and instruments till the new instruments arrived. Mentoring has been done to generate the awareness among the students regarding the weightage and relevance of AECC (Ability Enhancement Core Course), General/ Generic Electives (G.E.) courses/Modern Indian Language (MIL) courses newly introduced in the CBCS course curriculum by the Mother University. The teachers also mentored the students regarding various modes (Student's Seminar, Assignments, Written tests and practical demonstrations) of internal assessments prescribed by the University. Our Institution has a Women's Cell to counsel and redress various issues related to the girl students and Women Staff also. Every year it celebrates the International Women's Day on 8th March. Normally it organizes a seminar on current topic related to different issues of Women's by Internal and External resource persons. Women's Cell also arranged a debate on the current topic by the Girl students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3120	35	1 : 89

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
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47	35	12	0	15
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2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	Nill

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## 2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONS. AND GENERAL	PART-3	10/04/2019	11/07/2019
BSc	HONS. AND GENERAL	PART-3	10/04/2019	11/07/2019
BCom	HONS. AND GENERAL	PART-3	10/04/2019	11/07/2019

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

<p>The affiliating University has no stipulated guideline for conducting internal evaluation for the 3 year part system but for the CBCS system. All departments in the institution have their departmental plan for continuous internal evaluation. Departments plan their internal evaluation schedule well ahead of the start of the course. Students were made aware of the plans and were asked to prepare. Different modes such as written tests, surprise written tests, oral tests, seminar presentations, quizzes, etc. were used to evaluate students. The Department of Botany made continuous evaluations and guided their students during the field trip. Practical-based departments took practical-based tests to know the level of understanding of the students. Proper feedback was given to students so that they are aware of their current position. Correctional measures were suggested so that students can take steps to improve. The analysis of results and post-result mentoring helped students to perform well in the University examination.</p>
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2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

<p>The academic calendar was prepared well ahead of the start of the course. It is disseminated through the prospectus of the institution. The document is also available on the college website. Students were made aware of the forthcoming schedule wherefrom they can know teaching days, working days, examination days, etc. The institution takes all essential efforts so that the academic calendar is adhered to. Flexibility is practiced only to accommodate unforeseen issues. The time frame of the University examination is exogenous and cannot be controlled.</p>
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## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://rabindramahavidyalaya.ac.in/naac/dvv/1684914317\\_Course%20Outcomes%20&%20Programme%20Outcomes%202018-2019\\_compressed.pdf](https://rabindramahavidyalaya.ac.in/naac/dvv/1684914317_Course%20Outcomes%20&%20Programme%20Outcomes%202018-2019_compressed.pdf)

### 2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	HONS	283	264	93.29
UG	BSc	HONS	133	116	87.22
UG	BCom	HONS	12	12	100
UG	BA	GEN	208	205	98.56
UG	BSc	GEN	14	14	100
UG	BCom	GEN	3	3	100

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## 2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://rabindramahavidyalaya.ac.in/images/uploads/SSS\\_2018-19.pdf](https://rabindramahavidyalaya.ac.in/images/uploads/SSS_2018-19.pdf)

## CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0

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### 3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation		Name of Awardee		Awarding Agency		Date of award		Category		
NIL		NIL		NIL		Nill		NIL		
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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year										
Incubation Center		Name	Sponsered By		Name of the Start-up		Nature of Start-up		Date of Commencement	
NIL		NIL	NIL		NIL		NIL		Nill	
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3.3 - Research Publications and Awards										
3.3.1 - Incentive to the teachers who receive recognition/awards										
State		National			International					
0		0			0					
3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)										
Name of the Department				Number of PhD's Awarded						
Not Applicable				0						
3.3.3 - Research Publications in the Journals notified on UGC website during the year										
Type	Department				Number of Publication		Average Impact Factor (if any)			
National	Bengali, Commerce, English, Geography, History, Physical Education				14		Nill			
International	Botany Chemistry, Commerce, Mathematics				7		2.38			
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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year										
Department					Number of Publication					
Economics (Book)					1					
Library Science (Conference Proceedings)					1					
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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index										

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Details attached in file	Details attached in file	Details attached in file	Nil	Nil	Rabindra Mahavidyalaya, Champadanga, Hooghly, Pin 712401	Nil

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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Not computed	Not computed	Not computed	Nil	0	0	0

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	1	1
Presented papers	0	2	2	0

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### 3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Special Camp held on 11.03.2019 - 17.03.2019 with various activities like Blood donation camp, Health awareness Programme etc.	NSS	3	1050
Celebrate NSS day and its Golden Jubilee on 24.09.2018	NSS	3	150

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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NIL	NIL	NIL	0
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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	0	0

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### 3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Intellectual research Collaboration	2	No financial support	365
Collaborative activity for faculty exchange (Lecture series)	1	Individualistic financial support as per institution norms	2
Collaborative activity for faculty exchange (Lecture-cum-seminars)	2	Individualistic financial support as per institution norms	45

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	Secondary Data and map collection	Geological Survey of India, Kolkata, contact no. 033-2252 1779	Nill	Nill	Department of Geography
academic	Visit	Indian Museum, Kolkata	Nill	Nill	Department of History

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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## CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
28.45	6.42

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

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### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	16.05.01.000	2016

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21978	4616499	551	194942	22529	4811441
Reference Books	6136	1875419	94	45643	6230	1921062
Journals	17	30855	2	12785	19	43640
CD & Video	49	0	0	0	49	0
Library Automation	0	112000	0	0	0	112000
Others (specify)	1	11475	0	5900	1	17375
Others (specify)	1	19500	0	10000	1	29500

[View File](#)

4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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Nil	Nil	Nil	Nil
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[View File](#)

### 4.3 - IT Infrastructure

#### 4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	11	45	7	0	8	28	64	0
Added	4	2	0	0	0	0	1	0	0
Total	58	13	45	7	0	8	29	64	0

#### 4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

64 MBPS/ GBPS

#### 4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

### 4.4 - Maintenance of Campus Infrastructure

#### 4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
11.89	10.57	8.2	7.5

#### 4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

**Laboratory:** The IQAC coordinator collects requisitions for laboratory based departments. The heads of science departments meet to apportion funds amongst departments on their priority and requirements, and funds are allocated accordingly once it is recommended by the finance committee and finally, sanctioned by the governing body. For 2018-2019, the total funds allotted towards laboratory expenditure is Rs.660000/ (Including educational excursion expenditure) and the amount spent is Rs. 357972. The fullest utilization of funds could not be made due to time constraints. **Library:** To enrich the Central Library with new CBCS books, the College Authority creates a digital-based book lending and accepting module and maintains the existing books through proper maintenance and upkeep. The Library sub-committee and finance sub-committee work together for a well-equipped library. The budget allocations are made towards the entry of all books in the computer system, books are purchased, computers and printers are provided and cleaning, dusting and disinfecting process are carried out during the year. Budgeted amount is Rs.2,30000/- and the actual expenditure incurred for books is Rs. 247650/- and allied expenses Rs. 92983/-. **Sports Complex:** The IQAC makes provisions in the financial budget through the Bursar and Finance Committee for proper maintenance and upkeep of the playground and sports and gymnasium equipment throughout the academic session. Routine activities such as college sports, inter-department football, and cricket tournaments, College sports, badminton championship, and participation



in Inter College and District Level athletics meet. The budget allocation for games and sports is included in the laboratory expenditure budget and the actual expenditure during 2018-19 was ₹64624. The regular maintenance of the sports ground, badminton court, and basketball court is maintained by the college. Computers: The College authority is made aware of equipping each and every department, cell, library, and laboratory with an adequate number of computers and laptops. The departments, which are solely allotted with classrooms and staff rooms and departmental library and laboratory, they are provided with computer sets along with proper arrangements of furniture and fixtures. The humanities departments are provided with laptops. In 2018-2019, the budget allocation for computers was ₹95000 and the computer-related expenses budget was Rs. 60000 while the actual expenditure was Rs. 30219, for Website renewal Rs.5428/, and for internet access Rs.14572/. Class Rooms: The classrooms are not sufficient in numbers as per requirements under CBCS curriculum. The IQAC, Teacher-in-charge, and Bursar tried to increase the number of classrooms by installing ply-board partitions so as to accommodate the students. The College Authority, trying its best to increase the number of classrooms by completing and making shifts of the Principals chamber, administrative office, and Teachers room, and the work of such shifting is in progress. To complete the construction and put it to use, the budgeted allocation for furniture is Rs. 200000, electrical appliances for extinction is Rs.100000, and cleaning and upkeep expenses are Rs.65000. Actual expenditure for furniture is Rs. 172158 electrical appliances Rs. 32432 and cleaning and upkeep expenses Rs. 63120.

[https://rabindramahavidyalaya.ac.in/images/uploads/4.4.2\\_2018-2019.pdf](https://rabindramahavidyalaya.ac.in/images/uploads/4.4.2_2018-2019.pdf)

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	National Scholarship Portal (NSP), Kanyashree, SVMCM	1128	20392000
b) International	NIL	0	0

[View File](#)

5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
File attached	Nil	Nil	File attached

[View File](#)

#### 5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
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2018	Placement for Training for Social Welfare	0	9	0	9
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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

## 5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	File attached	Nill	3

[View File](#)

5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nill	31	B.A., B.Sc., B.Com.	File attached	File attached	File attached

[View File](#)

5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	4

[View File](#)

5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
File attached	College	350

[View File](#)

### 5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Football (Men) Tournament at Mumbai University	National	1	Nill	NA	Bijoy Das
2018	KELME 2018 AUSF Football Cup	International	1	Nill	NA	Bijoy Das

[View File](#)

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There was a new programme included in this session i.e. Saradiya or October festival. Through song, dances and recitation performances, the students celebrated the natural beauty of autumn which matches the Durgotsav, the biggest festival of the year in Eastern India. Fresher's welcome ceremony was also held this session. An Annual Cultural Competition was held for the first time where students participated in various events like song, dance, playing of musical instruments, drama, sit-and draw, poster making, rangoli, recitation, debate extempore, essay writing and exhibition of scientific models. Selected students were awarded memento and certificates. Our college football team participated in the international level competition. Achinta Das, Bijay Das were notable players of the team. Special Camp was held on 11.03.2019 - 17.03.2019 with various activities like blood donation camp, health awareness Programme etc. by NSS unit of our college & it also celebrated NSS day and it's Golden Jubilee on 24.09.2018. There were 1200 (twelve hundred) students actively took part these two events from almost all the 19 departments of the college.

### 5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

11

5.4.3 - Alumni contribution during the year (in Rupees) :

0

5.4.4 - Meetings/activities organized by Alumni Association :

The Department of Chemistry organised an Alumni Meet during the session 2018-19.

### CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Practice 1: For effective administration and surveillance, security checks are of strategic importance. The prevalent practice only ensures a gateman at the main entrance of the college. But within the premises, unwanted movement sometimes leads to happenings that affect the general discipline of the college. The IQAC thus comes up with suggestion of such security check and this is further augmented by staff of the office. After careful consideration, one private security agency is entrusted with the task of 24x7 manning and surveillance of the main campus of the college. One government order in this regard is taken into consideration which clearly states that private security personnel may be employed by the UG colleges for ensuring safety of staffs, students and other stakeholders and also of institutional properties. However, decentralization in this respect happens through an unexpected gesture of the security staff getting posted in the college. Within a couple of months after their posting, the three men have come forward with a novel idea. Over these short spans of time, they have already observed that the college is running short on Non-Teaching staff, especially of the Group D category supposed to do the multitasking pertaining to menial jobs. So it is on their own that they have offered their unstinted services that are not strictly bound within the confines of security services only. For example, they have taken up the job of watering the College gardens from time to time, switching off the lights and fans of classrooms and office rooms when not required and thereby insuring reduction in the electric billing and sometime distributing portable drinking water among the examinees when University examination are on. As a result of decentralization this group is found to be quite effective and as part of participative management, even the staff of a private security company are allowed to shoulder some of the daily tasks.

Practice 2: Cool drinking water had remained a common demand among students in the summer. The class rooms and other office rooms situated at a distance from the main points of drinking facility pose problems in this regard. On receiving the demand, the IQAC Co-coordinator places the same for quick compliance. The Principal makes arrangements so that water purifiers with cooling facility are installed in the former Ladies Hostel where departmental classes now are being held. In a bid to decentralize the responsibility of maintenance and upkeep, the departmental students attending daily classes at the ground floor-rooms are directly urged to ensure its safe and responsible handling while they are instructed to remain alert to any kind of snag developing and its early reporting as a way of ensuring its possible upkeep. The students as a much happy lot readily show an active interest on their part and assure the Principal and the IQAC Co-coordinator of all sorts of care needed for the smooth running and maintenance of the newly installed machine. This remains another instance of decentralization where participative management is ensured through the direct involvement of the students.

6.1.2 - Does the institution have a Management Information System (MIS)?

Yes

## 6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum Development: As this College is affiliated to the University of Burdwan so the curriculum is designed by the affiliating body which is implemented by the College. So curriculum development program cannot be undertaken by the College. But several faculty members are members of the Board of Studies of the University where they participate during development of the UG course. However, the faculty members made efforts to inculcate appropriate knowledge in the young minds by using diverse and new methods of teaching, so that the prescribed curriculum be followed effectively.

Teaching and Learning	<p>The syllabus module is issued to the departmental Teachers at the beginning of the session by the Head of the Department and the classes are held strictly accessing to the routine placed by the Routine sub-committee before the inception of the each semester's classes. Usually, the internal assessment procedure gets completed during the period as scheduled by the University. Mostly, the teachers under take the lectures depending on chalk and talk method. Several teachers use the facility of laptops and personal tablets to explain the topics. Some departments use the projector to provide and/or impart lectures. Departmental seminars, wall magazines, quiz, class-tests etc. are arranged by most of the departments on a regular basis and every year budget allocations are provided for incurring the relevant expenses. Several departments also arrange lectures by external teachers so as to make the subject interesting for the students.</p>
Examination and Evaluation	<p>The introduction of CBCS curriculum resulted in much stress towards completion of the syllabus within a short duration and consequently not Test Examinations are held as previous years. Only class tests and internal assessments are held in every department as per schedule dates instructed by the University. The Internal assessments are based on written examinations and assignments and the answer scripts are evaluated by the department teachers and marks are uploaded in due time. The final examination of each alternate semester is held in the College as per the given schedule of the University and the Teaching and non-teaching staff get involved in the examination duties. The answers scripts are submitted to the University where from these are redistributed to the teachers for evaluations and submission of marks scored by the Students.</p>
Research and Development	<p>A Research and Development sub-committee is formed by the College authority to accelerate academic researchers in the College. Due to lack of Infra-Structural facilities in our UG College, such activities are underperformed. The college authority facilitates the Teachers undergoing research and post doctoral research works. The UGC granted MRPs are undertaken by many teachers. Apart from these, the College authority grants permission and leave for attending Orientation programs, Refresher courses and for participating Seminars and workshops.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Proper care is given towards providing improved facilities and services by the Central Library of the College. The fees collected from the existing students as Library fees as library frees are purely used for Library development activities, like Purchase books (reference and text books), subscription to British Council Library (BSL) and Inflibnet, subscription for several journals, news bulletins, the RBI Bulletins, Employment news and daily news papers in order to keep the Teachers and students updates with information. Funds are also used for acquisition of computers, printers and photocopier machines. Remuneration is also paid to external professionals for uploading the data-base of newly purchased books in the library software used in the library computers. Proper maintenance and upkeep of the books are undertaken by disinfecting, cleaning and dusting, especially during the holidays. In the present academic session, Library Books and allied have been purchased worth Rs. 2,91,171/-. In our College, there is a single ICT enabled classroom which has been developed by the Colleges own resources and a virtual class room has been set up in the last academic session by a total grant of Rs. 3,00,000/- from the west Bengal State Government. In respect of instrumentation, the Laboratory instruments are purchased to equipped all the laboratory departments by providing funds from each years budget allocations during this session the laboratory expenditure amounted to Rs. 2,08,439/-.</p>

#### 6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	Step-1: Notice for admission in the first semester is published in the college notice board and college website Step-2: The students are allowed to fill up the admission form online. Step-3: Preparation of provisional merit list purely on merit basis and publication in the college notice board and college website. Step-4: First merit list published according to intake capacity of each department. Step-5: Students of the first merit list are allowed to take admission in the college by payment of requisite fees online. Note: The process continues from Step-3 onwards untill all the intake capacity is filled up.
Examination	The department teachers conduct class tests and quiz contests after completing relevant topics. Assignments are also given to the students to have a thorough knowledge of the topic(s). Apart from these, the examination sub-committee of the college conducts the internal assessment for different semesters and prepares question papers in the college office prior to the date of such internal assessments. The answer scripts are evaluated by the respective teachers and marks are uploaded in the University portal by the head of the department. The final examination for each semester is conducted by the University itself and the college act accordingly as per instructions by the University.
Planning and Development	The Principal, IQAC coordinator and teacher representatives, and non-teaching staff representatives of the Governing body meet before the commencement of the academic session 2018-19 to draft the plans and programs for the session 2018-19. It is held prior to the preparation of the financial budget for the financial year 2018-19 so that the Planning and development is aligned with financial support. In 2018-19 the plans and developmental programs are as follows: 1. Preparation of an infrastructure development map for submission to the Tarakeswar Development Authority (TDA) via SDO which included the following- 1. Construction of a metallic Road connecting all the stand-alone buildings of the college with sufficient LED and solar street lights and an underground sanitary system. 2. Dredging the pond which is situated within the campus and reconstructing the banks naturally so that there may not be any ecological imbalance in nature. 2. The Womens Cell, Nature Club Cultural Subcommittee placement Cell, and all departments of the college are provided within the financial budget allocation for undertaking various programs and activities all throughout the year as routine work. 3. The library sub-committee is provided work with the task of making entries of the books on a computer which will be purchased in the financial year within the approved budget allocation. 4. The budget allocation to be provided for repair and maintenance of the science building and arranging for more classrooms and washrooms as required by the college.
Administration	To provide proper education to students at a reasonable cost. The objective also implies quantitative expansion and qualitative improvement of education. □ To ensure adequate utilization of all resources available in the college, i.e. human resources, material resources, and financial resources. □ To ensure professional ethics and professional development among teachers and non-teaching staff. The promotions, placements, attending seminars, webinars, workshop, and participating in Orientation Programme and Refresher Course are allowed so that the career advancement schedule are duly achieved by the staff. The teachers are encouraged to undertake MRP and ultimately the students are benefited as the students are the focal point of all activities in the college. □ The departments are allowed to organize departmental seminars and workshops to inculcate the culture of being a good orator or a good teacher in the future. □ To mobilize the community by maintaining relations with the stakeholders and improving the relation with the community. □ To organize co-curricular activities affecting for



	development of talents of students and the work efficiency of the teachers and non-teaching staff. □ To ensure qualitative improvement of education and instructions. □ To ensure a peaceful campus as a free Wi-Fi zone and ragging free campus of the college for better development of the students.
Finance and Accounts	<p>The Bursar prepared the financial budget for the financial year 2018-19 in consultation with the Principal and IQAC Coordinator and the following allocations were made for development of the college:</p> <p>1. Replacement of gas pipeline for department of chemistry Rs.160000/ 2. Purchase of electrical appliance Rs. 100000/ 3. Installation of solar energy plant RS. 150000/ 4. Purchase of laboratory equipment RS.200000/ 5. Purchase of book for library Rs.200000/ 6. Provision for construction of classroom building RS.1320000/ 7. Purchase of furniture for classrooms Rs.200000/</p>

### 6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0

[View File](#)

6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill

[View File](#)

6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Attached as a file	13	Nill	Nill	Nill

[View File](#)

6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	0	0	0

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
<p><b>Medical Services:</b> The institution has one Health Center run by one of its non-teaching Casual staff Mr. Dinabandhu Singha Roy, who is paid some honorarium from the college fund separately for providing timely homeopathic medical services to all teaching and non-teaching staffs along with the students at times of urgent needs. <b>Loans from General Provident Fund (GPF):</b> The institution maintains Group Provident Fund for its all-full-time teaching and non-teaching employees and following the concerned government rules and regulations, the employees are allowed to apply for partly refundable loans or non-refundable withdrawals from their accumulated contributions. <b>General Life Insurance (GLI):</b> The institution allows its members to enlist their names in the General Life Insurance (GLI) scheme at a nominal amount deductible monthly a source. It helps to cover their life if not fully but tries to address the need at the institution level.</p>	<p><b>Medical Services:</b> The institution has one Health Center run by one of its non-teaching Casual staff Mr. Dinabandhu Singha Roy, who is paid some honorarium from the college fund separately for providing timely homeopathic medical services to all teaching and non-teaching staffs along with the students at times of urgent needs. <b>Puja Advances:</b> The institution keeps a track record for providing Puja Advances to its non-teaching staffs to a maximum ceiling of Rs. 10,000/- which are refunded by the employees in ten equal installments in the forthcoming months of the year and without any interest thereon. This benevolent practice assists the employees to address their greater needs during the periods of urgent monetary needs. <b>Loans from General Provident Fund (GPF):</b> The institution maintains Group Provident Fund for its all-full-time teaching and non-teaching employees and following the concerned government rules and regulations, the employees are allowed to apply for partly refundable loans or non-refundable withdrawals from their accumulated contributions. <b>General Life Insurance (GLI):</b> The institution allows its members to enlist their names in the General Life Insurance (GLI) scheme at a nominal amount deductible monthly a source. It helps to cover their life if not fully but tries to address the need at the institution level.</p>	<p><b>Medical Services:</b> The institution has one Health Center run by one of its non-teaching Casual staff Mr. Dinabandhu Singha Roy, who is paid some honorarium from the college fund separately for providing timely homeopathic medical services to all teaching and non-teaching staffs along with the students at times of urgent needs.</p>

#### 6.4 - Financial Management and Resource Mobilization

##### 6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The internal audits of the institution for the F.Y. 2018-19 is done by the Bursar of the College (Prof. Tanmay Kumar Bandyopadhyay). The external financial audit of F.Y. 2018-19 was done by the audit firm M/S G. Anju Kran Associates, Chartered Accountants, Bhubhaneswar, Apartment Block-D, Flat No. - 201, 36, Palm Avenue, Kolkata-700019. The audit report includes auditors' notes on the Management's Responsibility, Auditors' Responsibility, the Opinions in general satisfaction of record keeping. In its observations, the report includes detailed reports on Cash Bank accounts maintained by the institution along with the reports on Fixed Assets, Provident Fund, Tuition Fees, Loans Advances, and Stock Register. The detailed audit reports include the Balance Sheet as at 31.03.2019, the Income Expenditure for the year ended 31.03.2019, the Receipts Payments Account for the F.Y. 2018-19, and the Schedule of Capital Fund as well. As annexed as its part of the Balance Sheet/Income Expenditure Account for the year ended 31.03.2019, the Audit Report includes the Schedule of Other Funds, the Schedule of Other Fund, Schedule of other Liability Provision, the Schedule of Provident Fund, the Schedule of Grants, the Schedule of Undisbursed Fees, the Schedule of Amount</p>
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Recoverable, the Schedule of Loans Advances, the Schedule of Fixed Assets, the Schedule of Security Deposits with WBBES, the Schedule of Cash Bank Balance, and the Statement of Provident Fund as well.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0

[View File](#)

6.4.3 - Total corpus fund generated

0

## 6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	By the Academic Sub-Committee of the institution in collaboration and guidance of IQAC
Administrative	Yes	Anju Kiran Associates Chartered Accountants, FRN: 326587E	No	Nil

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

Parents as part of the institutions important stakeholders provide their moral support in enhancing the teaching-learning process when the parent teachers meets are organized by the individual departments.

6.5.3 - Development programmes for support staff (at least three)

Nil

6.5.4 - Post Accreditation initiative(s) (mention at least three)

1. Development of the infrastructure facilities of the College through the assistance of Tarakeswar Development Authority (TDA), Hooghly and under the recommendation of the SDO, Chandernagore, Hooghly. 2. Preparation of the 'estimated capital expenditure claim' amounting to rs.300,00,000/ (Rupees three crore only) under the aegis of the Infrastructure Development Sub-Committee of the College, which is required to be submitted to the Department of Higher Education, Govt. of West Bengal. 3. Advising the College authority to engage Security Services to protect the college assets and properties.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Postering on 'Wild Bird Day' at college premises by Nature's Club	06/10/2018	06/10/2018	06/10/2018	55
2019	Postering on World Water Day by Nature's Club	14/03/2019	14/03/2019	14/03/2019	90
2019	Clothes and sanitation napkin distribution to the slum dwellers by women cell	28/03/2019	28/03/2019	28/03/2019	56

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**CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of Womens Day	08/03/2019	08/03/2019	75	25

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	No	0

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	06/10/2018	1	Postering on 'Wild Bird Day' at	To make the students aware of the rich biodiversity in-situ and surrounding the college campus and	55

					college premises by Nature's Club	to acquire knowledge about the local variety of birds	
2019	1	1	14/03/2019	1	Postering on World Water Day by Nature's Club	To make pupils aware of the importance of water, water scarcity in drought-prone areas, and its burning necessity in coming future all over the world	90
2019	1	1	28/03/2019	1	Clothes and sanitation napkin distribution to the slum dwellers by women cell	Instead of being an age-old as well as historic rail station, Tarakeswar Rail Station (8 km from college) carries a big slum in its vicinity, where every shadow of poverty is transparent. It is a duty to extend a generous hand to the slum dwellers by	56

[View File](#)

#### 7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Handbook published	Nil	Follow up: Codes of conduct for various stakeholders are mentioned in Prospectus in different way, the followings codes of conduct are generally maintained: Title: Conduct for Students • Carrying College I-Card always with her/him at the College campus while attending class lectures and examination • Switch off their mobile phones while in classroom, Library, Laboratory and Examination-hall • Ragging within the campus is strictly prohibited Title: Conduct for Teachers • Maintaining a good moral gesture, help poor students by providing them relevant study material and books according to their needs. • Helping students to develop their moral character by cultivating positive attitudes in them, Title: Conduct for Administration • Maintaining a good relationship with the students and other stakeholders of this college

#### 7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Birth Anniversary of Vidyasagar	26/09/2018	26/09/2018	70

[View File](#)

#### 7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree-plantation throughout the campus 2. Maintenance of medical garden 3. Declaration of Plastic-free, Tobacco-free campus 4. Organisation of Environmental-awareness related Seminars 5. Regular cleaning and maintenance of college

campus by NSS units and Nature Club 6. Smoke-free college campus, 7. Making college main campus 'Automobile Restriction Zone' during University examination days

## 7.2 - Best Practices

### 7.2.1 - Describe at least two institutional best practices

Efforts by the Womens Cell to support gender equality and female wellness programmes In an effort to empower women, the college has undertaken a number of initiatives to raise awareness among the girl students by lending a helping hand to the underprivileged members of our society, holding seminars, commemorative days, raising slogans against female discrimination, etc. Goal The major aims of the practice followed by the institution are- 1. To raise awareness of gender equity among all members of our institution through sensitivity endeavours like observing appropriate holidays, implementing wellness initiatives that are gender-specific, etc. 2. In order to educate young generations and local community about gender equity 3. To encourage students to raise their voice against any type of female-discriminative activities 4. To encourage students to participate in social work. Context It is acknowledged that raising the status of women in male-dominated societies can help with a number of issues, including addressing fundamental family needs, advancing society as a whole, and providing high-quality resources to help close the socio-cultural gap. As a subtle kind of gender discrimination that exists within the layers of social existence, womens empowerment has been given special priority in a progressive social construction. Additionally, it has been emphasised that if womens health is promoted, the process of womens empowerment can be properly started. It is now pertinent to say that financial inclusion is crucial for womens empowerment since it has significant advantages for both people and economies. The practice The major practices that the institution followed are- a. In the session 2018-19, the Women's Cell of our College has arranged a seminar entitled "Girl students' Motivation Programme" on October, 10, 2018 to encourage all stakeholders, especially girl students to protest any discriminative attitudes towards the female in our society. Prof. Sujata Bandyopadhyay and Prof. Ambalika Biswas delivered their valuable words to stimulate the participants to raise their voice against any odds in front of them. In order for women to realise their full potential, the speakers asked males to adjust their attitudes towards them. b. The Women's Cell of our College has observed International Women's Day on 8th march, 2019 with the presence of Social Worker Smt. Durga Bhattacharyya. She delivered her precious speech to motivate our students and others present in the seminar. Twelve teachers and seventy five students were present in the programme. c. Another event to distribute clothes to the marginal people by Women's Cell of our institution demands a real credit. On March 29, 2019 four teachers, and 25 students went to Bauri para adjacent to the College to distribute clothing, especially wrappers and sweaters to the poor people living in the that area. The Cell also made a socio-economic survey of the said area. The report includes the following comments of the Women's Cell coordinator: All of them welcomed us and discussed their problems and necessities with us. We have noted the names of womenfolk and their requirements. Children need food, and toys. Women said that 70 of their problems may. Be solved by prohibiting their husbands from drinking alcohol. Generating awareness and educating social as well life skill to the students was a motto of the programme that will surely help them to be a good human-being in near future. d. On November 30, 2018, the Women's Cell raised their voice of preventing torture against women on the programme "Raising Slogan for joining hands for women's protection". Four teachers and ninety students participated in the said programme. Evidence of success 1. The fact that so many female students are enrolling in the college from both close by and far away locations shows how much our institution appreciates its female students. 2. To date, not a single complaint on the appalling working conditions at the college has been submitted to a higher authority. Problems encountered and resource required Due to a lack of resources, the college administration is unable to repair the inadequate infrastructural facility. Financial limitations prevent the organisation of higher-quality gender-focused activities, the introduction of vocational education for female students, awareness-building workshops, or the

invitation of resource individuals, among other things. Dealing with the cleaning of the campus and naming of the plants within College Campus Objectives of the practice: A group of students along with the teaching and non-teaching staff members under Nature's Club of College is formed to deal with the proper cleaning, maintenance and naming of the plants within the College campus. Principle objectives of the group: 1. Cleaning of the surrounding areas, nearby college campus. 2. Proper classification and nomenclature of plants within college campus. 3. Eco-drive taken by implanting saplings, sustaining medicinal plants within the existing garden. 4. New drive from students, projecting out additional beds for medicinal herbs. 5. Promoting plastic free zone. Practice: A group of students, teachers and non-teaching staff members under Nature's Club deal with the cleaning, maintaining, implanting activities within the college campus. Students were categorized in different groups and they performed different types of cleaning related activities within the college campus. Nature's club also promoted students to implant more and more plants for the conservation of biodiversity and the soil system. A novel drive was taken by the students of Department of Botany to classify all the plants within the college campus, naming them within botanical nomenclature and to make it easy for common people to understand the scientific basis behind it. They also retrieved the local names of the plants and the medicinal use of those plants by common people in the rural area. Apart from this, students from other departments of the College have selected some plants and started the venture of nurturing and maintenance of the plant. The concept inculcate the feelings of love for nature. In addition to the medicinal garden, students implanted plants in the herbaceous medicinal garden and do all the necessary requirements needed for that. Outcome: Huge positive response was noted within the students during the different programmes. These events directly engaged them in different types of team work and bring out their potentialities as a team member, as a leader and foster healthy outlook to understand themselves.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://rabindramahavidyalaya.ac.in/images/uploads/best%20practice%202018-19.pdf.pdf>

### 7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

PERFORMANCE OF THE INSTITUTION IN AN AREA DISTINCTIVE TO ITS PRIORITY AND THRUST Ours is a rural College. The typical location may boast of a sprawling, huge campus of about 27 acres of land with a centrally situated pond, a big 11-sided football ground at the frontal entry, several big trees, and green vegetation. Using this environmental surrounding as a ready and friendly resource becomes a natural priority for us. We adopt and gear up many of our institutional policies with a view to sustaining campus life in the lap of nature. While opulent Mother Nature sustains us, we try to stay alert to the need for curating and adequate protection so that our dependence does not become a way of mere exploitation. So environmental sustenance that promotes the overall health of the stakeholders defines our distinct thrust and we tend to do it in ways that act as a buffer against depletion of sustainable resources. The College has a Nature Club that acts as a nodal agency for the promotion and sustaining of values that inculcate a general attitude of reciprocity vis-a-vis the immediate surroundings. Thus, augmenting the greenery through human intervention, the Departments of History and Physical Education have undertaken gardening projects - one at the second entry point and the other adjacent to the ground floor of the Gymnasium Building - as a good measure of beautification. The endeavor ensures the direct participation of the students who do everything from maintaining the garden throughout the season. Department of Botany also maintains such a garden adjacent to the Bio-science Building. The College Authority further takes a direct initiative in maintaining a garden adjacent to the northern bank of the pond as a fillip to beautification and encouraging other stakeholders to take similar initiatives in the desired direction. We have a long-established Medicinal Garden with a number of rare and big trees. It is our institutional

effort at the preservation and sustenance of plant life with medical attributes that has its rightful place in the environmental register. For sustaining water life, the pond is regularly leased out to private vendors. Fishes are being grown commercially which generates annual revenue and also ensures cleaning of the water body. For the fortification of the embankment, Shaal logs and wooden frames have been used as part of the 100 Days Work Project to save the banks from usual erosion. As an institutional component of the global ambit of Eco-Feminism, we have a Women Cell to look after the various institutional and workplace needs of our girl students and women teachers, and staff. Seminars and discussions are regularly held. The predominant social discourse and practices often naturalize various pockets of repression and exploitation. So we try to merge the ecological and feminine issues that often have a common basis and goal by upholding the centrality of the Mother Spirit as a nurturer and sustainer of life as a whole.

Provide the weblink of the institution

[https://rabindramahavidyalaya.ac.in/images/uploads/7.3.%20Institutional%20Distinctiveness\\_3.pdf](https://rabindramahavidyalaya.ac.in/images/uploads/7.3.%20Institutional%20Distinctiveness_3.pdf)

## 8.Future Plans of Actions for Next Academic Year

YEAR PLAN OF IQAC, RABINDRA MAHAVIDYALAYA, FOR THE ACADEMIC SESSION 2018-19 • Selection of best practices of the College the coming session. □ Dealing with the cleaning of the campus and naming of the plants within College Campus □ Infrastructure development of the College – for students’ benefit. • Routine works to be performed by the Departments, Sub-Committees and Cells of the College and submission of reports: □ Preparation of modular syllabus by each department for the teachers before commencement of the classes □ Organizing departmental seminars, quiz-contests, lecture deliberations by students on syllabus -oriented topics □ Internal assessments for the students □ Educational excursions as per the departmental syllabus □ Publication of departmental wall-magazines □ Seminars and talk-shows to be organized by Women’s Cell □ Plantation programs and seminars to be organized by Natures’ Club □ Students counselling by the respective departmental teachers □ Class to be taken by Teachers of neighboring Colleges as a part of faculty exchange program □ Placement Cell to organize programs on soft-skill development and placement. □ Award giving program to be organized by Award giving Cell □ Observing Rabindranath Tagore’s birthday, Ishwar Chandra Vidyasagar’s birthday, Teachers’ Day, World Science Day, etc., to be organized by the Cultural sub-committee. These programs are to be organized by the departments, cells and sub-committees at their convenient time during the session and the report to be placed before the IQAC. • Reviewing the proposal of the Department of History for research in respect of viability and preparing feasibility report about possibilities of using the neighboring rivers and canals as a mode of transportation. • Reviewing the proposal and preparation of feasibility report about restoration of old heritage by repairing and maintenance works of the temples and mosques of the nearby villages. • Recommending the College authority for repair and renovating the gas-pipelines of the Department of Chemistry which involves a lumpsum capital expenditure and the work is pending for a long time. • Recommending the College authority for arranging extended programs through NSS and NCC of the College towards social services for the benefits of the local people. • Facilitating the students of every corner of the College campus with cold drinking water and generator line connection. • Providing promotional benefits under CAS, which is required under new CAS rules, with the support of Placement Cell of the College. • Development of the infrastructure facilities of the College through the assistance of Tarakeswar Development Authority (TDA), Hooghly and under the recommendation of the SDO, Chandernagore, Hooghly. • Preparation of the ‘estimated capital expenditure claim’ amounting to rs.300,00,000/ (Rupees three crore only) under the aegis of the Infrastructure Development Sub-Committee of the College, which is required to be submitted to the Department of Higher Education, Govt. of West Bengal. • Advising the College authority to engage Security Services to protect the college assets and properties after the retirement of permanent night-guard.