



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

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 its own campus?	Yes	
• Phone no./Alternate phone no.	03212255104	
• Mobile No:	9830348011	
• State/UT	West Bengal	
• Pin Code	712401	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	

• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	BURDWAN UNIVERSITY
• Name of the IQAC Coordinator	Dr. Krishna Kumar Mondal
• Phone No.	09474103701
• Alternate phone No.	09474103701
• IQAC e-mail address	principal.iqac.rmv@gmail.com
• Alternate e-mail address	kkmsshreya@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://rabindramahavidyalaya.ac.in/aqar.php
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://rabindramahavidyalaya.ac.in/academic_calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.60	2006	21/05/2006	20/05/2011
Cycle 2	B++	2.77	2017	22/02/2017	21/02/2022

6.Date of Establishment of IQAC	18/12/2006
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7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>In the era of COVID-19 breakout, the IQAC Coordinator requested the Principal to continue and monitor virtual classes on online mode following a class routine as per instructions of our affiliating University, and the same was done accordingly.</p>	
<p>The IQAC arranged several webinars and talk shows with the help of different departmental teachers, cell members and sub-committees. The motto of the IQAC Coordinator and the Principal was to keep the students engaged in higher studies and practice so that their quality and efficiency does not deteriorate in the lockdowns period.</p>	
<p>Conceptualization of the idea for utilization of lands pond and property of the College outside the main College campus for academic purpose to help the students and people of the locality to learn more new methods and technology for agriculture, pisciculture and modern alternative farming with the support of other University or Institution who are expert in these areas. Accordingly the Principal and IQAC Coordinator sent 'Expression of Interest (EOI) for such development in the near future</p>	
<p>Providing financial support to Central and State Governments to fight against the pandemic where all Teachers, non-teaching staff, casual non-teaching staff and others contributions were noteworthy. Arranging dry foods, fruits and drinking water to the poor people of the locality who have lost occupation during lockdown. Such distribution of food packets and water was done with the help of non-teaching permanent and casual staff who reside at Champadanga.</p>	
<p>The monthly contribution of the Teachers from their Teachers Council Fund, at the request of the Principal and IQAC Coordinator and Bursar, @ Rs 6,000/ per month plus Institutional contribution @ Rs 6,000/- per month amounting Rs. 12,000 per month to the four women casual workers under the self-help group 'Prerona Sangha was given. These women maintained the works for college canteen which was closed during lockdown and these women lost their earnings.</p>	

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

Plan of Action	Achievements/Outcomes
COVID-19 awareness	The Principal of the College informed and made aware about the pandemic to all the students, guardian and the staff of the College so that they all remain safe both mentally and physically. He and the IQAC with the members chalked out different programs for food and drinking water supply to the poor who lost their earnings in the situation. Financial contributions by the College to the Central and State Governments and also to the members of the self-help group by the teachers and the institution is remarkably outstanding. Under the planning and monitoring of Principal and IQAC Coordinator, UGC Sub Committee conducted a survey titled 'Facilitation of Covid-19 Awareness Study, a Field cum Online Survey as an UGC initiative.' Dr Sumanti Gupta and Dr. Susmita Sengupta performed compilation and edition of report and writeup and report layout with the support of Dr. Atanu Das and several non teaching staff of the College.
Regular online interaction with students during lockdown	The IQAC - Coordinates, Principal, IT Sub-Committee members and Library Sub-Committee members continuously arranged webinars on online platform on a contineous basis where the students. of our College and outside Colleges participated to enrich their knowledge. The College authority took this time as opportunity and not as a threat to develop the minds of the students outside the syllabus oriented studies.
Maintain online procedure for Internal assessment and final examination as per instructions of Burdwan University with marks uploading.	The Academic sub-committee under the aegis of IQAC conducted several online meetings to impart the online procedures regarding holding regular classes on routine basis, taking internal assessment and final examinations and evaluating answer scripts and ultimately completing the procedure with marks uploading for all the semesters.
Signing of MOU with	The Placement cell arranged such signing of MOU to facilitate soft-skill enhancement for students' placement in jobs after graduation.
Maintaining all activities of different cells, departments and sub committees online.	The routine activities which are now become the culture of our College was performed by the different cells and sub- committees throughout the academic session on online mode. Celebration of virtual Rabindra Jayanti was one such remarkable event out of many.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	25/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15. Multidisciplinary / interdisciplinary

Interdisciplinary approach to study is the need of the present hour. In this institution a number of initiatives have been taken to promote and project the various objectives of interdisciplinary goals. The details of which are given below-

(1) We tried to define the common interest area of various subjects as prescribed in the syllabus and organized special lecture and workshop on it. For example, despite COVID-19 pandemic, this institution organized an online lecture series in which focus was given on those areas of discussion which are multidisciplinary in nature. 'COVID-19-It's effect on Economy and Business organization' (held on 16th October 2020, series no 12) is most prominent among them.

(2) This institution not only limits itself within the theoretical ambit of interdisciplinary lesson but selects tools through which dynamic objectives of interdisciplinary approach can be obtained. For example, in the pandemic period an online workshop has been organized by the Bengali Department of this college in which an elaborate attempt has been made on how to use technology for the digitization of language. It not only helps the students of Bengali department but also others, who primarily follow the mode of teaching-learning in their mother tongue.

(3) College provides a platform for teacher exchange programme not only in intra-college basis but also inter-college basis to meet the standards of higher study, necessary for pursuing the goal of interdisciplinary approach.

(4) Women's day celebration also add some new dimensions to facilitate the study of gender, patriarchy, socio-economic position of women, social inequality, unequal distribution of power and resources, and its various attributes, public-private divide and so on and therefore initiate an interdisciplinary approach in studying a broad spectrum constituted of Politics, Economics, Geography, English, Bengali, History, Commerce, etc as different disciplines of study.

16. Academic bank of credits (ABC):

As per Order D.O.No.F, 1-50/2021(ABC)/ NaD dated 21/02/2023 UGC clearly instructs to depute one designated nodal officer and for setting up a dedicated NAD/ABC Cell for implementation of the said scheme. It would have to reflect the details of the officer concerned including name, designation, mobile number and email id and that should be put up on the institutional website.

However the affiliating University, in our case the University of Burdwan has only recently (20/05/23) informed the colleges to initiate the process of NAD/ABC Cell. We have already selected our Nodal Officer in this respect and a dedicated WhatsApp Group has been generated from the University and named 'NAD-Digilocker/ABC, the University of Burdwan', West Bengal for the necessary follow up. Since it is in a nascent stage and the University will have to generate the necessary registration pertaining to the colleges, we have to depend on the time frame that they prefer us to follow.

17.Skill development:

These courses are designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/fieldwork. The main purpose of these courses is to provide students with life skills in the hands-on mode so as to increase their employability. Emphasis is given to generating objectivity, rationality, and impartiality in them so that they become more perfect in their future life. Such courses help students to develop some best practices in their life and make them more capable to use their skills in an optimal level. Students who are pursuing these courses can judge their potential and manage their carrier accordingly. Skill enhancement courses enhance self-confidence among students and help them to develop their personalities. A List of subjects provided under this category is optional in nature and each University/College has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope, and need. Each paper is designed in such a way that it can connect with the themes of the mother subject and explore the field of applications to impart practical notions in the mind of the students. For example, if someone wants to know how Legislative Assembly works to examine the best practices of democracy as a conscious citizen, he/ she can enrich himself/ herself through legislative support. Similarly, Mathematical explanation as suggested in the SEC papers of math can develop the power of rational expression to choose better alternatives which helps someone to win his/her life in the future.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Integrated knowledge system is the brainchild of NEP2020. It defines education system as an integrated whole in which power of knowledge is expressed in such a way so that it can touch the heart and soul of Indian people. The main objective of this system is re-orientation, re-invention and re-modification of the course of knowledge along the line of its glorious past, and maintain its connectivity with the present objectives of value based education.

Being a part of national educational system this institution has been genuinely trying to set it in the motion of the new educational policy. On the backdrop of Covid 19, a gradual shift from offline to online mode has been transmitted and a new set of value changes the dominant outlooks of existing educational system, most of which are the by-products of colonial educational structure. In the absence of a dominant outlook, a large number of policy and practice has been developed that connect Indian people with their glorious past. Appeal of traditional educational values on the one hand brings people close to their culture and transformative values on the other hand poses a serious threat to the indigenous outlook as a matter of disdain.

In facing these new challenges this institution launched a series of programmes, details of which are given below-

1. In the very beginning a keynote has been delivered by the honourable Principal sir (Dr. Prasanta Bhattacharyya) of this College along with the IQAC co-ordinator Professor Tanmay Bandyopadhyay in which both of them addressed how to meet the challenges of the pandemic situation. In their speech, they addressed the way through which the values of courage, co-operation, co-ordination, peace and harmony could be inculcated in the mind of teachers,

students and other stakeholders, thereby strengthening their connection with the ancient values of Indian educational system.

2. An online workshop was held on 14-20 July 2020 under the supervision and guidance of the Professors of Bengali Department along with the active participation of other renowned Professors from different universities (both from this country and abroad) and students on the theme of Digitalization and Archiavization of Language and Music. In this workshop focus was given on the nurturing of creativity to make the students more compassionate to find out the missing link through which they can connect themselves with the past glory of Indian language and re-set it's new goals accordingly.
3. On 13 September 2020 a webinar on Value Education has been organized by the Library. Such a webinar not only helped us reckon our values but prescribed the way through which it can be transmitted from ancient to modern Indian civilization through the evolving educational system.

Beside all these, a number of cultural programmes like Rabindra Jayanti celebration, Women's Day celebration, Teachers Day celebration also was aimed at inculcating values that helped students develop a holistic notion and facilitated their way to keep a close connection with the moral implications of indigenous and value-based education.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

In an educational institution, outcome based programme refers to a specific goal oriented programme through which one can assess how much capable an institution is to serve for its stakeholders. Adaptability, acceptability, accountability ensure sustainability as the main objective of this programme.

Considering the needs of local people, this institution carefully sets a range of goals which is more in line with the demand outcomes of students hailing from local community. During COVID-19 the grave situation of common villagers led to reduction in fees structure in favour of the students.

(2) During pandemic when fear, anxiety, insecurity engulf everything, the institutionswitched to the Online mode as a way of maintaining social distancing while imparting education. It not only served the learning purposes but also helped students enhance their skill in technology based education.

(3) To protect students and other stakeholders from the dull monotony of physical confinement a number of cultural programmes have been organized by the College. It provided a new platform (RMVOnline, YouTube) for students to showcase their talent and refresh their mind.

In addition to this, the College has organized several online lectures and even workshops on different fields of subject and implemented it meaningfully.

20.Distance education/online education:

The use of online education came into utilization in full swing during the session of 2020-21 when the whole world experienced an unpredicted and unprecedented lockdown to prevent the spread of the deadly coronavirus Covid-19. In order to keep the teaching-learning process ongoing, our institution developed an online portal named RMV-Online which created an online repository of digital teaching resources such as handwritten notes, e-books, power points presentations, videos, etc. which the students of respective departments could access. Besides, the platform also made provision for collecting students' feedback on the teaching-learning process which the Authority and his team could monitor at convenient intervals as a measure of monitoring the academic performance of both teachers and

students as a part of internal academic audit. Apart from this, RMV-Online Portal served as an important interface between teachers and students of our college as well as teachers and students of other institutions since webinars, popular talks, language training programs, cultural events, etc were organized amongst which few were institution centric while some were open to stakeholders of our institutions.

Extended Profile

1. Programme

1.1

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

34

File Description

Documents

Data Template

[View File](#)

2. Student

2.1

Number of students during the year

2959

File Description

Documents

Data Template

[View File](#)

2.2

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

970

File Description

Documents

Data Template

[View File](#)

2.3

Number of outgoing/ final year students during the year

616

File Description

Documents

Data Template

[View File](#)

3. Academic

3.1

42

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		
Number of Sanctioned posts during the year	47	
File Description	Documents	
Data Template	View File	
4. Institution		
4.1		
Total number of Classrooms and Seminar halls	40	
4.2		
Total expenditure excluding salary during the year (INR in lakhs)	38.34708	
4.3		
Total number of computers on campus for academic purposes	52	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

During Academic Session 2020-21 due to Covid-19 Pandemic the entire teaching learning process, internal assessments and the University final examinations etc. were switched to the online mode completely. Almost all the regular activities and programs got stopped due to the Pandemic. But our institution followed all the guidelines received from the State Government as well as our mother University to cater the students all the needs of that hour. Entire Teaching-Learning and Internal Assessments methods were shifted to online mode through Google Meet/Zoom/WhatsApp Chat/Video Call/Conference Call etc. Practical Classes were complemented through NPTEL videos, and other Youtube videos prepared/shared by the teachers (both the internal and external) as much as practicable. Practical examinations were held through Video Calls/Conference Call. Seminars were complemented through a good number of Webinars. The students had been encouraged to join in the Webinars organized by our institution as well as by the other institutions. Librarians of our Institution extended their services to the students and teachers through E-resources/E-books/RMV online repository etc.

Entire plan of the curricular delivery (on-line) was documented with the resolution of the meetings (held online) of the Academic Sub-Committee and IQAC cell.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685173519_Central%20Routine%20for%20Session%202020-2021.pdf

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

The Institution implements the curricula set by its mother university - the University of Burdwan in all its UG Courses. Thus we are bound to follow the Evaluation Process of The University of Burdwan. At present we conduct one Internal Assessment(I.A.) per semester (from the year 2019-20 onwards admitted) Earlier we used to conduct two I.A. per semester (upto year 2018-19 admitted students) . I.A. can be taken as Written Test, Home Assignment, Seminar, Laboratory Demonstration etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rabindramahavidyalaya.ac.in/images/uploads/Academic%20Calendar%202020-2021.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

34

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

N.A.

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

N.A.

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

N.A.

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Only the CBCS syllabus of the University of Burdwan is implemented in our Institution. This Syllabus of various subjects

includes Environment and Sustainability (e.g. Microbiology, Environmental Studies, Physics, Botany, Chemistry, Geography, Sanskrit).. Thus, Institute is able to integrate cross-cutting issues in a restricted manner only.

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

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

NIL

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

NIL

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

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2010

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

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

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

416

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

2.2 - Catering to Student Diversity

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

Yes, our faculties assesses the learning levels of the students take special efforts at the individual level only for advanced and slow learners. But due to COVID-19 no organized effort could be materialized. But several E-books, articles and other E-resources had been supplied to the slow learners by the teachers. Teachers prepared study materials, problem sets with answer keys and distributed among the slow learners for their help.

File Description	Documents
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Link for additional Information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685411206_2.2.1-Add.%20info-20-21%20and%2021-22%20link.pdf.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2959	77

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Due to Pandemic (Covid -19) student centric methods such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences could not be held in a very much organized mannar. But a few teachers specially Science Faculties were able to enhance learning experiences of the students through the participative learning (such as Physics, Mathematics , Statistics), problem solving of students by the Teachers.

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

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

Due to Pandemic (Covid-19) entire teaching learning was switched to online mode. Google Meet, Zoom,Conference Call, WhatsApp etc were used for teaching through desktop, Laptop. Smart Phone etc. Offline Videos, Youtube Videos, PPT, PDF, excel, etc files were shared asstudy material. E-Journals and e-books were used for effective teaching and learning. Internal assesment were held through google form, online submission in e-mail adress of the examiners. University final examination of the semester used to held through online mode. Students used to submit the answers scripts to the e-mail adress of the respective examiners after taking the photo copy.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning	https://rabindramahavidyalaya.ac.in/images/uploads/2.3.2-%20Teachers%20use%20ICT%20enabled%20tools%20-%202020-21.pdf

process

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

2.3.3.1 - Number of mentors

77

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

2.4 - Teacher Profile and Quality

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

42

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

42

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

2.5 - Evaluation Process and Reforms

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

The affiliating University has stipulated guidelines for conducting internal examinations. The frequency of internal examination is predetermined and generally does not change over the years. The modes of internal examination are written in the CBCS guideline. Departments generally follow the stated guidelines.

Many departments frame their own schedule of assessment programs in excess of the prescribed guideline. Determination of the frequency of such internal assessments is department specific and made after collective decisions taken by teachers. The modes followed are those which are prescribed in CBCS guidelines. During the pandemic situation, the department of Political Science has used TESTMOZ APP to conduct examinations. GOOGLE MEET and GOOGLE CLASSROOM were used widely by departments. Students are informed about such schedules and modes well before.

Almost all departments discuss the results, major faults, and ways of improvement with students. Whenever a written test is employed, transparency is ensured by showing the corrected answer scripts.

File Description	Documents
Any additional information	View File
Link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685085819_20-21-IA.pdf

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

The secured marks of internal evaluation, as per CBCS guidelines, are added to the final score of the University result. It is confidential in nature. Thus student specific disclosure is not permissible.

For evaluations, other than CBCS guidelines, student-specific disclosure of results is made.

There can be grievances regarding questions, question patterns, the short span between notice and the day of examination, multiple examinations on a day, etc.

Students are made aware of the mechanism to deal with grievances related to the internal examination. Students can make a verbal or written complaint in their department. The departments try to resolve this as soon as possible. The complainant is incorporated into the resolution mechanism.

If the grievance is not suitably resolved, the complainant can forward her complaint to Grievance Redressal Cell. The Grievance Redressal Cell, in a similar fashion, adopts a complainant-inclusive mechanism to resolve. Steps are taken at the earliest possible occasion.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institute follows the programs and courses as prescribed by the affiliating University.

Teachers of a particular department exert joint effort to prepare the outcomes well ahead of the start of a course. They mutually share inputs so that the outcomes are well-written, easy to grasp, and easily communicable.

The outcomes are uploaded to the college website for time retrieval by students or teachers.

At the start of each course, the concerned teacher verbally communicated the outcomes. When a course is shared by more than one teacher, each teacher communicated the outcomes of the part she taught.

While disseminating, teachers put their honest effort to clarify outcomes in an easily understandable way.

Given the rural nature of the institute, poor access, and connectivity to e-resources, the verbal mode of communication is often thought of and found as the most effective mode of communication. During the pandemic situation, verbal communication was made through an online system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The institute makes a constant effort to evaluate the attainment of outcomes by students.

The internal examination system, prescribed by the CBCS guideline and set departmentally in excess of the guideline, offers the scope to measure attainment.

The student feedback, especially the structured questions on teaching learning and attainment, helps teachers to understand the level of attainment.

Many departments, with one of the objectives to know course attainment, conducted teacher-student meetings.

One teacher in the department of History has developed his innovative method of evaluation of course attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685090914_CA-20-21-hist.pdf

2.6.3 - Pass percentage of Students during the year

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

577

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://rabindramahavidyalaya.ac.in/images/uploads/SSS_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

20

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
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Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

No such above extension activities could be conducted as the instituton was shut for tackling the pandemic caused by COVID 19.

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

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

14

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Classrooms: The College has arranged it's required classrooms by constructing card-board and ply-board partitions. Regular repair and maintenance are carried out to facilitate teaching-learning. Laptops and desktop computers are

provided to the departments especially as per requirements. Other necessary teaching-learning devices viz., glass boards, chairs, tables, desks and benches are provided. There is ICT-enabled class room and Virtual Classroom as well. While board, white screens and projector are made available to the departments. Still more such devices and departmental computer lan and inter-com connections are required. In the lock-down, the classrooms were deteriorated from their prior good conditions.

Laboratories: The College Laboratories of the departments are developing following their requirements and budget allocations made yearly. The financial budgets make provisions for recurring and fixed capital expenditure to facilitate the students. Still some departments need more funds for purchasing of equipment.

Computing equipment: Computers and printers are purchased for office, laboratories and the Computer Hub (LRC) and for the different cells. As per financial budget allocations, such computing equipment are acquired by the College, but still more funds are necessary to get to meet the demand.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685333813_4.1.1_2020-2021%20(1).pdf

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

Cultural activities: The Cultural Sub-committee of the college organises various cultural events and competitions during the academic session. Programs, like Rabindra Jayanti, Baishe Shrabon, Vidyasagar's birthday, Independence Day, Republic Day, Swaraswati Puja, etc. are organised. Cultural completions are held along with prize distribution and certificate issuance to internal college students. During 2020-21, cultural programs are organised on virtual mode with the students' participation and teachers' guidance.

Sports: The college has an eleven-side football ground, a concrete basketball ground with fibre-board and a concrete badminton court. Inter-departmental football tournament, cricket match, badminton competition, and annual sports are held as outdoor events. The Table Tennis is played as indoor games. During Covid-19, such sports could not be held.

Gymnasium: The College has a Gymnasium with thirteen-stations multigym facilities. The students in the physical education department, the NSS, NCC and non-teaching staffs use the gymnasium facilities as well. The selected players of the college use the gym to keep themselves physically fit. In this session, its care and maintenance was secured by the College authority.

Yoga: The Physical education department holds Yoga classes as per CBCS curriculum in the gymnasium using adequate equipment like Yoga mattresses etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685333916_4.1.2_2020-2021.pdf

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rabindramahavidyalaya.ac.in/images/uploads/4.1.3%20-%20Number%20of%20classrooms%20and%20seminar%20halls%20with%20ICT%20-%202020-21.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

6.19947

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS) Data

The Central Library of the college has a long history since 1971. At present (during 2020-2021) library holds a total of 35684 printed books according to the Accession Register of the library, containing all subjects taught in the college along with rich reference and rare book collections. Library uses KOHA Library Management Software for managing its resources with Barcode enabled circulation system. The library is having active membership of INFLIBNETN-LIST consortia and provide 6000+ e-journals and 799500+ e-books for members. Also available inter library loan facilities under British Council Library. The library has a well decorated Reading-Space for students with free Wi-Fi facility. Separate library webpage is created on the college website to update happening and new activities of library regularly.

- Name of ILMS software: KOHA

- Nature of automation (fully or partially): Partially
- Version: (16.05.01.000)
- Year of Automation: Started from 2016

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685458456_4.2.1.%20ILMS%20Additional%20Data%202020-21.pdf

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

C. Any 2 of the above

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

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

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

207043

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

23.85

File Description	Documents
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Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institution has established a sub-committee called IT Sub-Committee to oversee its IT facilities provided in the different departments and computer laboratories including the library. The sub-committee monitors on a monthly basis mostly and updates the facilities provided there with reference to regular system backups, dust cleaning, speed checking, anti-virus updates, system optimization, Wi-Fi upgrades, IP address maintenance, and physical LAN checking, and the overall institutional LAN mapping.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rabindramahavidyalaya.ac.in/images/uploads/4.3_2020-2021.pdf

4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	View File
Student - computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.34629

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College maintains and uses of its physical, academic, and support facilities in accordance with a well-established system and method. The IQAC coordinator gets requests from various departments, cells and library, then, they present the expected estimate expenses to the bursar for inclusion in the financial budget. Once a budget allocation is finalized, it is presented to the Finance Committee for review and advice. The governing Body approves the budget, and then the procurement processes are used to obtain the required commodities, services, or both. Repair and upkeep costs for the various facilities are incurred. The laboratories are given money to cover ongoing costs. For the purchase of equipment, instruments, and computers, budgeted funds are provided. The funds collected as library fees are utilized for Library that include maintenance of books, book binding, purchase of newspaper, journals and periodicals, purchase of Books and computers and printers and subscription to external institutions and libraries. Initiatives were taken for maintenance of the support system after the lock down period, replacement of chemicals and other laboratory items and provisions were made accordingly just to maintain such facilities as the budget allocation was drastically reduced due to pandemic situations.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685334713_4.4.2_2020-2021.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

637

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

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

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

637

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://rabindramahavidyalaya.ac.in/capacity_building_skill_enhancement.php
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of

B. Any 3 of the above

online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

80

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

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

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

1

File Description	Documents
------------------	-----------

Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

1

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

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

Our institution was closed due to the COVID pandemic during the academic session 2020-21. The students of our college celebrated online programmes like Teachers' Day and Rabindra Jayanti* with usual zeal as conduction of offline programme was not possible in that situation. Play reading of "Achalayatan", a famous drama by Tagore was enacted by the students from their respective homes and the performance was live-telecasted on You-Tube. The cultural events (e.g. quiz, debate, etc.) were also organised centrally. Students also took part on National level competition in games and athletics. Of them, Sayan Chatterjee hold first position in discuss at National level.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/images/uploads/5.3.2%202020-21%20(1).pdf
Upload any additional information	View File

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

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

3

File Description	Documents
------------------	-----------

Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Nil

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Mission of the College, "Vimuktascha Vimuchyate" is taken from the ancient text of Kathopanishad. It is quoted from original Sanskrit denoting a Karmic notion of work as the path towards emancipation. The Vision as a greater goal is set in tune with this stated Mission: Making an Enlightened, Informed, and Confident Local Community. The essential ethos of "Karma" or work as an ingrained value of the Indian Consciousness is followed as the concept of gradual upliftment of the human condition and the local communality is only naturally chosen as the target society for such implementation.

The administration remains keenly aware of the mission and Vision and it tries to take measures, as its intervening agents towards inculcating the values of coordination and cooperation deemed as central cohesion and interface of the Institution with its local community. The institution co-shares the college playfield with local boys and the primary schools in the immediate vicinities for holding sporting events. Teachers' representatives and teachers of the different sub-committees work as vital links between the staff, students, and college administration communicating

the need and influencing the decision-making of the general stakeholders which are reflective of the local sentiments.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685335077_6.1.1_2020-2021.pdf
Upload any additional information	View File

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

On 17 December 2019, the Governing Body of this College resolved its proposal to the higher Education Department, Govt. of W.B. for its forthcoming Campus of the Green University in Hooghly on land outside of the college main campus. The Rani Rashmoni Green University has started without any permanent campus and the Government Degree College at Singur and the Tarakeswar Degree College at Tarakeswar are the two venues for its PG Courses in the Arts and Science subjects. The College authority made a direct proposal to the Minister-in-charge, Higher Education Dept., Govt. of West Bengal for setting up the Green Campus of RRGU, Hooghly in Champadanga, an agriculture belt for potato and fisheries. Higher studies in biotechnology and agriculture are the prospects of young students in this agro-belt of Hooghly. Furthering the dreams of the founding fathers of the college might be one step extended thereby. On invitation, the Vice Chancellor comes to the College and accompanied by the Principal and the other members of the governing body makes a survey of the area. If implemented along with decentralization a bigger resource of higher education is on its way to be accessed through the mode of participative management.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685335128_6.1.2_2020-2021.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In 2020-21, the institutional strategic plan emphasised on increased COVID-19 awareness and engaging students in their studies using the online teaching-learning. Accordingly, the year-plan spelt out the same. The College planned carrying out routine activities at online mode as it's possible.

At COVID-19 awareness strategy, the institution successfully conducted the following.

- Webinars were held to cater the information about COVID-19 pandemic for the protection and safety of the students.
- The Teachers and non-teaching staffs were improvised on contributing towards the society. Accordingly, they contributed financial supports and donations to the Central and State Governments. Food packets and drinking water were also distributed to the poor people in the locality who lost their jobs. The college staff's contributions along with those of the institution together helped the women casual workers in the canteen and their family members.

□ As per the UGC-initiative, the institution conducted a Survey report titled "Facilitation of COVID-19 Pandemic Awareness Study", a field cum online survey with the help of Dr.Sumanti Gupta, Prof. Susmita Sengupta and Dr. Atanu Das along with several casual non-teaching staff and the report was submitted to the UGC within time schedule as it's possible extents.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685335176_6.2.1_2020-2021.pdf
Upload any additional information	No File Uploaded

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

The Governing Body of the college is the apex body of the college which is followed by the Finance committee. The Principal of the college is the Chief Executive Officer who executes the decisions taken in the Governing Body meeting, in liaison with the instructions and curriculum as provided by the affiliating University and Higher Education Department, Govt. of West Bengal. The Principal executes his activities with his supporting, office staff mainly, Office Superintendent (Head clerk), Accountant and clerks with subordinate staffs. The Principal set-up several sub-committees, Cells and departmental heads in consultation with the Teachers Council for their formation and decentralization of different activities of the College as laid down in the IQAC meetings. The members of the sub-committees and cells are shuffled after certain duration of time according to the best possible combination to achieve maximum output and result. The administration is a cooperative effort of all staffs and students with the support of all stakeholders to achieve a common goal. All aspects are organized in order to attain the desired objectives of the Institution on a year-on-year basis. The different committees and sub-committees provide proper and timely feedback to the Principal for correct and prompt decisions.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685411802_6.2.2_2020-2021.pdf
Link to Organogram of the Institution webpage	https://rabindramahavidyalaya.ac.in/naac/dvv/1685412503_Organogram%20of%20Rabindra%20Mahavidyalaya_2020-21.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Medical Services: The institution has one Health Center run by one non-teaching Casual staff Mr. Dinabandhu Singha Roy on some honorarium from the college fund for providing timely homeopathic medical services to all teaching and non-teaching staffs along with the students at times of urgent needs.

Puja Advances: 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.

Loans from General Provident Fund (GPF): 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.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685413383_6.3.1_2020-2021.pdf
Upload any additional information	View File

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

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

00

File Description	Documents
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Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

00

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

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

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

50

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

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

The Institutions Performance Appraisal system is followed as per Career Advancement Scheme (CAS) of the UGC for the Teachers. The IQAC co-ordinator helps the Promotion Placement subcommittee of College to prepare the necessary papers and documents for promotion of Teachers from stage- I onwards. In the meeting of the IQAC, the incumbents application

are reviewed and the papers and documents are sanctioned by the members. The coordinator puts his signature and forward the same to the principal who check, verify and submit the same to the Higher education departments for selection of experts to verify the performance of such teacher. Prior to promotion, the teachers are allowed to attain Orientation programme or refeshers course and participation in seminars and workshops after reviewing his attendance in the class and completion of syllabus.

In case of non teaching staff there is no such performance appraisal system required for their promotion. The non-teaching staffs get promoted by the Government of WB after getting application from the incumbent after completion of definite period of service which is recommended by the Principal after getting it sanctioned by the Government body.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685413908_6.3.5_2020-2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The books of accounts are finalized after the completion of the financial year by the cash and Accounts Department of the college. The information is intimated to the Higher Education department which engages a statutory auditor who audits and places the report after completion of auditing work. The completion of the audit solely depends on the engagement of the auditor which is not under the control of the college. At present, the financial accounts are finalized and completed up to 2020-21 but they are unaudited reports.

Regarding the Internal audit system, the College authority frames an Internal Audit sub-committee but the team is not performing such an internal audit and it work due to lack of time. The utilization certificates and other documents which require audit before their submission are carried out by external auditors engaged by the College Authority.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685414038_6.4.1_2020-2021.pdf
Upload any additional information	View File

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

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

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded

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

The Institution makes budgetary provisions at the beginning of the financial years and academic Sessions. Accordingly, the expenditures are carried out to achieve desired goals. As the A.Y. 2020-21 indicated to be going to be a pandemic year, funds were allocated as following and some goals were achieved:

- Expenditures toward purchase of various online platforms to conduct online teaching-learning processes, COVID-19 awareness programs at the State and National levels.
- The funds were utilized by reduction in the fees-structure of college. As per the State Govt. instructions, the admission fee was fully waived. As the College authority desired and the students claimed, the library and laboratory fees were reduced.
- Institutional contribution towards financial support to casual canteen women of the College and also to casual non-teaching staff throughout the lockdown period.
- Expenditure towards the purchase of Water Filter (for the supply of cold drinking water) and its installation amounted to Rs. 53,500/- and repairs and maintenance cost amounted to Rs. 1,20,028/ were incurred. Other expenditures could not be carried out and the scheduled budgeted funds were diverted for other emergency expenses due to the abnormal social scenario for the COVID-19 breakout.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685414171_6.4.3_2020-2021.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System**6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

IQAC of the College has significant contributions for institutionalizing the quality assurance strategies:

Example 1. Strengthening core competency of students through completion of graduation with skill development training to get better placement opportunity after leaving the College. Adequate classes in the routine, better classroom facilities, faculty exchange programs, Library and laboratory facilities etc. are provided to them along with the skill-based enhancement initiative of the Placement Cell for soft-skill and computer-skill and placement after completion of the course. The IQAC could inculcate the strategy in the College Management that a majority fund should be used on priority for development of teaching-learning process, library and laboratory facility. Budget provisions are made and expenditures are incurred accordingly.

Example 2. The IQAC improvised the college management to maintain the green environment of the college campus. Accordingly, the Natures' Club was framed and under their supervision, various programs are organised to build up environment within the college campus. Each year financial provisions are made in the budget for Seminars, workshops,

plantation programmes, maintenance of medicinal plants and gardening expenditure throughout the year. Environmental protection/conservation and beautification of campus through plantation has become a culture in everybody's mind attached to the College.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685414566_6.5.1_2020-2021.pdf
Upload any additional information	View File

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

2020-21 continued to be the COVID-19 period. The Academic Cell involved in different activities undertaking online/offline seminars and workshops. The College Authority tried for practical training and pisciculture in the land and ponds etc, properties of the College outside the main campus through a strategic merger with the Rani Rashmoni Green University and the Burdwan University.

The IQAC took the initiative for downloading and preparing photocopies on a regular basis for the new syllabus and books and made them available on the website. Using technology-enabled methods, the students get well-designed resources. The IQAC took the initiative to upload the daily e-newspapers in the college library portal with the help of the library department. The students got different e-journals and e-books through the links for infliplibnet.org, the British Council Library, etc.

The IQAC has taken initiatives towards academic excellence such that ex-students undergoing post-graduation in different universities are allowed for classes for the UG courses in the college in the Department of Botany. This helped the students to learn from their peers and get greater exposure to their journey through the learning process. This methodology also helped the students to build peer networks for their career development.

File Description	Documents
Paste link for additional information	https://rabindramahavidyalaya.ac.in/naac/dvv/1685416147_6.5.2_2020-2021.pdf
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
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Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to the catastrophic effect of the ongoing pandemic caused by COVID 19, no such action plan could be designed. International Women's Day was celebrated via online mode on March 8, 2021.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a. Safety and security, c. common rooms

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

D. Any 1 of the above

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

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

Waste Management Report

Solid and Liquid Management:

- Every classroom and corridors are furnished with eco-friendly dustbins prepared by the students for waste paper deposition.
- Washroom and toilet effluents are released to the soak chambers connected with the respective buildings. The periodical cleaning of soak chambers are done. The liquid effluents are released to the inter-connected drainage system.
- Non toxic liquid laboratory wastes of microbiology department are deposited to a specific soak pit.
- Bioscience building laboratories liquid deposits are released to their soak chambers at the building backyard.
- Rain water drainage system is constructed within campus for preventing water logging.

Biomedical waste management:

- No biomedical toxic wastes are produced within the campus as the syllabus of CSCS of bioscience departments such as Botany, Zoology and Microbiology does not include any such practical lessons that are likely to produce biomedical wastes.

E-waste management:

- The E resources that become non functional are deemed to as surplus waste and are stored at a particular location as E-waste storage room. Needful arrangements and collaborations with appropriate organizations that are well known for their well defined and scientific waste management strategies are still pending as the sequential protocol to implement such policies are still not fully achieved.

Waste recycling system:

- Our institution has no such waste water recycling system.

Hazardous chemicals and radioactive waste:

- The syllabus does not include any section or topic that requires the used of hazardous chemical or radioactive materials. Hence the institution does not require such type of waste management system.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Geo tagging was not done during this session.
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including

E. None of the above

tactile path, lights, display boards and signposts
 Assistive technology and facilities for persons
 with disabilities (Divyangjan) accessible website,
 screen-reading software, mechanized equipment
 5. Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies of
 reading material, screen reading

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

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

Due to COVID outbreak, the college remained closed, several institutional initiatives were taken via online mode. Some of the glimpses are as follows:

- To spread communal harmony amongst its stake holders, a good number of initiatives has been taken by our college like

- Educate all students with the etiquette of free democratic society that can make them civil, social and bias less about their role and make them responsible them to their duty as citizens (throughonline mode teaching, webinar)
- Imbibe secular values in the mind of all stakeholders to make them free from all parochial feelings - also an effective means for this purpose (through class room teaching, organize various cultural programmes to raise consciousness among them, like Rabindra Jayanti celebrationto make them aware about their role in protecting communal harmony in our society.
- Help them to increase their level of tolerance which is inevitable to promote harmony among all people.

A few institutional efforts or initiatives were also taken to provide an inclusive environment to promote tolerance and harmony towards linguistic diversities are as follows:

- The college served formal notices in both English and Bengali which promoted linguistic harmony within the campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

Any other relevant information	No File Uploaded
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7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students are the future of our nation. They are the real strength on the basis of which a country can move forward. It is the duty of any educational institution to organize this strength in such a way so that each and every constituent unit (i) can be focused on its role and goal, (ii) develop its potentiality and intensify its capacity to manage the country's needs. Accountability, responsibility and acceptability are the prime goal of this mission. In the session 2020-21 we all have spent a challenging phase as the world has been stuck by the COVID pandemic. All our usual day-to-day activities were stopped suddenly. In that time, inculcating value education within the students and other stakeholders of our college, making aware of the responsibilities of a good citizen was of prime concern. Against this backdrop, the College organized a number of programmes via online mode.

To inculcate social values in our students, a large number of academic programmes like webinar, and workshops have been organized by Library, IQAC, IT along with various other departments, most of which increase their consciousness level about gender discrimination, injustice, social inequality, disparities in social power and authorities in between various Caste, Class and interest groups, which ultimately defined their role to make them a responsible citizen for future.

Our institution focused on building national values in our students by involving them in celebration of various national days like Independence Day, Republic Day, Constitution Day and so on. In this way they become more respectful to the national values and its diverse implications in our society.

In all the above mentioned fields of actions collaboration between various stakeholders of this college especially with students themselves which unites and builds co-operation between them to imbibe justice in their minds.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
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Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Celebration of International Women's Day -08.03.2021- organized by Women's cell of our institution byonline webinar entitled 'AchenaAntopur, Swastha kathay Narikata.' Dr. Soma Mukhopadhyay, Program cum documentation asst. folk and Tribal Cultural Centre Department of Information and cultural affairs West Bengal was the main resource person in this programme.

One Day Placement Orientation Program -19.07.2021- The IQAC, IT committee and Placement cell of our College organized the programme.Mr. Krishna Sadhan Adhikari was the main resource person.

Teachers' Day Celebration - 7.9.2020 - The programme was conductedon online mode

COVID awareness Programme - One week in the month of September, 2020 - An awareness survey was done in. the nearby villages with the help of non-teaching friends of our college to ake people aware of the precautions to be taken during COVID period.

Rabindra Jayanti celebration - 8.5.2020 - Online programme was organized by the Cultural Sub committee and IQAC.

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

7.2 - Best Practices

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

The COVID-19 Pandemic: challenges versus strategies - a field cum online survey based study

The practice is to analyze the impact of the dreadful Covid 19 pandemic on the social, mental, and economic well being of the mass population of Champadanga and adjoining areas of Tarakeswar.The present survey based on study using both online structured questionnaire and offline field interview highlighted the level of awareness amongst the rural population of Tarakeswar region of Hooghly district of West Bengal.

Best Practice 2

A prototype model for integrated library services and online activities: an initiative of Rabindra Mahavidyalaya Central Library during Covid 19 Pandemic

An integrated system for library services from a single window was developed in as prototype model. This web based system integrated some services like paperless requisition, document delivery, tracking of class done, accessing TLMs etc. The system helped the users to access library a lot in 24 × 7 hours.

A range of national and international webinars, lection series, workshops had been organised through this portal. YouTube Channel - 'RMV Online' under this platform also became a very popular media to those communities for pandemic pedagogy.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Come 2020 and the institutional life, may the entire human life all over the world goes for atoss. An unprecedented and never-seen-before topsy-turvydom defines the global crisis that hit us in the form of a pandemic called Covid-19. We lost as if the key to survival as death and disease reigned supreme. But amidst the horror it is existential instinct that kept life going in a plodding, staggered manner. We begin to get used to the realities of lockdown and social distancing at a dear price. However, like others, technology came to our aid and the ubiquitous internet provided the silver lining to the dark cloud of gloom. A portal RMV online was officially inaugurated just a few days after official lockdown was clamped upon us. Intended as a bridge for academic and official communication, it soon gained into popularity among all the stakeholders as physical transactions had to be substituted for by the virtual mode. To sum it up the triumph despite losses, could be ensured through the effective implementation of technology and while following a general trend, the institute could still make its unique mark in almost everything it did at a time of great crisis.

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

7.3.2 - Plan of action for the next academic year

- The academic extension program like agriculture and pisciculture are to be undertaken in the lands and ponds lying outside the main campus of the college. Expression of interest (EOI) has already been sent to other institutions for their collaborative initiatives with our college.
- More use of electronic devices for better management of the official works with adequate internet facilities are to be procured and arranged.

- Thorough restoration of the college campus, Laboratories, Library, departmental libraries, office equipment sports equipments etc before after the college resumes.
- Collective efforts for maintenance of the garden and medicinal plants which were "destroyed after 'Amphan" and "Yash" cyclone.
- Continuity of Routine activities of the departments, cells and sub-committees both online and off-line modes as the situation deserves including Internal assessment and final examination to be carried on.