

THE ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC (2011-12)

RABINDRA MAHAVIDYALAYA
(Established in 1971)



Vill.+P.O. – Champadanga, Dist. – Hooghly, West Bengal – 712401
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THE ANNUAL QUALITY ASSURANCE REPORT
OF THE IQAC (2011-12)

Part – A

AQAR for the year

2011-12

1. Details of the Institution

1.1 Name of the Institution

RABINDRA MAHAVIDYALAYA

1.2 Address Line 1

Vill. + P.O.- CHAMPADANGA

Address Line 2

HOOGHLY

City/Town

TARAKESWAR

State

West Bengal

Pin Code

712401

Institution e-mail address

principal@rabindramahavidyalaya.org

Contact Nos.

03212-255104

Name of the Head of the Institution:

Dr. Tarun Kumar Mandal

Tel. No. with STD Code:

03212-255104

Mobile:

9434437900

Name of the IQAC Co-ordinator:

Dr. Prasanta Bhattacharyya

Mobile:

9830348011

IQAC e-mail address:

principal@rabindramahavidyalaya.org

1.3 NAAC Track ID

WBCOGN12745

OR

1.4 NAAC Executive Committee No. & Date:

NAAC/A&A/outcome-46/2006 dated
May 21, 2006

1.5 Website address:

www.rabindramahavidyalaya.org

Web-link of the AQAR:

rabindramahavidyalaya.org/AQAR11_12.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.6%	2006	2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/12/2006

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQARs from previous years 2006-07 to 2010-11 not yet submitted.

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NA

1.11 Name of the Affiliating University

The University of Burdwan

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any of other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC has made significant contribution for the overall development of the college. During the academic year 2011-2012 the IQAC reviewed the academic performance of all the departments and suggested steps to improve overall teaching learning process to the departments as well as management. During the same year the IQAC has recommended for academic audit of all the departments and this recommendations have been duly communicated to the management.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
IQAC has decided to (a) Monitor the work of infrastructural development. (b) Renovate the existing infrastructure and automation of administrative processes (c) take feedback from the students (d) perform academic audit (e)	a)The work on Bio Science Building & Women's' hostel were in progress and quality infrastructure facilities such as digital class rooms etc were completed but not to use. (b) The existing infrastructure was upgraded. (c) Feedback has been taken from the faculties and non-teaching staff through a number of meetings. (d) Grievance redressal cell and career counselling cell for students worked to address grievances in due time and to counsel students about their career prospect respectively. (e) Department of English and Bengali conducted the 2-Day National seminar

implement effective grievance cell and career counselling for students (g) Computerization of library facilities (f) Recommended the concern departments to take necessary actions to successfully hold the national seminar (h) Green Board to be installed in every class room (i) Construction of two class rooms	(f) Constructions of two class rooms is under progress.
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* see Annexur-I

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body GB

Provide the details of the action taken

G.B. of the institution approves the AQAR after through perusal and gives permission to the IQAC for submission of the same to the NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	19			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	19			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	19

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

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

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

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

The question of revising or updating regulation of syllabi does not arise because the college does not frame them. It is framed by University.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	48	16	7	0	25

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	21	0	0	0	0	0	0	0	21

2.4 No. of Guest and Visiting faculty and Temporary faculty

25	01	00
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	19	02
Presented	05	11	03
Resource Persons	00	00	00

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

- Showing movies of the syllabic texts that are part of the syllabus.
- ICT enabled class room teaching.
- Field study for better understanding of flora in natural conditions.
- Organising educational tour/Excursion
- Power point presentation by the students during seminars.
- Preparation of class notes to cater the needs of slow learners.
- Conducting mock test.

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

195

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

Class test/MCQ taken by the all departments.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

00 00 00

2.10 Average percentage of attendance of students

68%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
Bengali(Hons)	43	41	-	9.30	86.05	-	95.15
English(Hons)	24	16	-	00	66.67	-	66.67
Sanskrit(Hons)	41	27	-	4.88	60.98	-	65.85
History(Hons)	35	28	-	2.86	77.14	-	80.00
Philosophy(Hons)	19	10	-	00	52.63	-	52.63
Political science(Hons)	12	10	-	00	83.33	-	83.33
Economics(Arts Hons)	00	-	-	-	-	-	-
Geography(Hons)	21	20	-	9.52	85.71	-	95.24
Education(Honours)	25	20	-	8.00	72.00	-	80.00
Accountancy(Hons)	12	10	-	16.67	66.67	-	83.33
Physics(Hons)	13	5	-	00	38.46	-	38.46
Chemistry(Hons)	21	16	-	33.33	42.86	-	76.19
Zoology(Hons)	12	9	-	16.67	58.33	-	75.00
Botany(Hons)	12	10	-	16.67	66.67	-	83.33
Economics(Sc Hons)	1	1	-	00	100	-	100
Microbiology(Hons)	16	9	-	18.75	37.50	-	56.25
B.A(General)	407	185	0.25	-	-	-	45.45
B.Sc (General)	9	5	11.11	-	-	-	55.56
B.Com(General)	1	0	00	-	-	-	00

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

IQAC in its meeting with faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers, prepare time schedule for class tests & to convene result review meetings. It also collects annual reports from the departments and analyses their performance and progress. IQAC also suggests the departments to use more ICT enabled methods of teaching, seminars, educational tours & excursions, to impart extra knowledge and skills even beyond the prescribed syllabus. The IQAC members often attend the departmental seminars, quizzes, group discussions and class tests as a way of monitoring and evaluating the teaching learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	10	00	00
Technical Staff	08	2	00	00

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has taken up the following steps in Sensitizing/Promoting Research Climate :

- Conducting regular meetings with the teachers and advising them to apply for major and minor research projects.
- Suggesting HOD's to apply to UGC for funds for organising national level seminars.
- Advising teachers to participate in refresher courses and faculty development programmes.

Persuading the authority to grant leave for faculties to participate in seminars.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	1	0
Outlay in Rs. Lakhs	0	0	Rs.61,500	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	05	00
Non-Peer Review Journals	00	04	00
e-Journals	00	01	00
Conference proceedings	00	01	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	NA	NA	NA
Minor Projects	02	UGC	Rs.61,500	Rs.43,250
Interdisciplinary Projects	00	NA	NA	NA
Industry sponsored	00	NA	NA	NA
Projects sponsored by the University/ College	00	NA	NA	NA
Students research projects (other than compulsory by the University)	00	NA	NA	NA
Any other(Specify)	00	NA	NA	NA
Total	02	NA	Rs.61,500	Rs.43,250

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NA

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

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	00	01	00	00	00
Sponsoring agencies	NA	UGC	NA	NA	NA

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01	00	00	00	01	00	00

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="NIL"/>	College forum	<input type="text" value="NIL"/>		
NCC	<input type="text" value="NIL"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="NIL"/>

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

NSS Units of the college organised a special camp on the theme "Preservation of Natural Resources and Cultural Heritages".

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area(Sq. Mtr)	27742.5	NIL		27742.5
Class rooms	22	NIL		22
Laboratories	11	NIL		11
Seminar Halls	NIL	NIL		NIL
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.3,05,607	RS. 26,046		Rs. 3,31,653
Others	NIL	NIL		NIL

4.2 Computerization of administration and library

All the major services offered by the college office, eg. admission, fees collection, examinations detail, results and students' scholarships, submission/deposit of taxes have been computerized. All the computers in the office have LAN connections. The library has been partially computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20028	4105600	200	29400	20228	4135000
Reference Books	5708	1717400	61	12880	5769	1730280
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	17	20000	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	1	30000	Nil	Nil	Nil	Nil
CD & Video	48	Free	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil
Total	25736	5873000	261	42280	25997	5915280

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	06	33	NIL	07	04	16	02
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	35	06	33	NIL	07	04	16	02

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

The college provides computers, internet access to teachers and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

19250/-

ii) Campus Infrastructure and facilities

7690/-

iii) Equipments

102360/-

iv) Others

48450/-

Total :

177750

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC organised meetings with the students to bring about an awareness among them about student support services that is available in the college -e.g. career counselling cell, health services, psychological counselling cell etc.
- Information about these services are displayed in the notice board.

5.2 Efforts made by the institution for tracking the progression

Partially the college has a mechanism of tracking the students' progression through the departmental alumnus and personal contacts.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2703	NIL	NIL	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

No	%	Men	No	%	Women
1498	55.42		1205	44.58	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC*	Physically Challenged	Total
						2000	408	41	250	04	2703

*OBC includes Minority

Demand ratio 206:1

Dropout 18.85%

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

None.

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET

NIL

SET/SLET

NIL

GATE

NIL

CAT

NIL

IAS/IPS etc

NIL

State PSC

NIL

UPSC

NIL

Others

NIL

5.6 Details of student counselling and career guidance

A Career Counselling Cell has been established in our institute to look into the diverse socio-economic problems that confront our students. The main objective of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities available in the institute.

No. of students benefitted

Not recorded.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

No specially mentionable programme was organized

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	628	Rs.2,40,256
Financial support from government	123	Rs.6,61,162
Financial support from other sources	04	Rs.10,125
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NO

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision whether individual or that of an institution is like an ideal. But clearly, it gives us a sense of direction. **“Making an enlightened, informed and confident local community”** is the vision our college which truly enshrines a collective aspiration of an essentially rural populace that once dreamt of education as a viable means of social progress and that precisely brought this college into being in less than half a century ago. The year was 1971. The college was named after Tagore and from a humble beginning Rabindra Mahavidyalaya has become an institution of higher education that commands a sense of admirable respect in the minds of the local residents. Tagore had his vision of a cosmopolitan brotherhood based on a steady exchange of educational means and cultural values between India and the rest of the world and it materialized in the birth of Visva Bharati. Our small college with all its myriad aspects of rural backwardness in a way truly follows in the path of Rabindranath. As an agency of higher education, it brings in the blessings of advancement and the benefits of enlightenment so that the people that live in and around Champadanga may gain into confidence and may try to be at par with other, more advanced sections of the society, traditionally known and respected for their greater quantum of achievement. Given the situation, the growing health of the college since the days of its inception is enough testimony of its socially vital role of continually adding to the information-base of the local community to enable it to look beyond its basically agro-based economy and ethos. This in itself is no mean achievement. In tandem with the vision, we also have a mission.

The mission of this college is succinctly expressed in the Sanskrit adage of **“Vimuktasya vimuchyate”** that originally occurred in Vishnu Sahasranam. This pertains to the highest attribute of a ‘liberated man’: a liberated soul can attain to a state of perfection through a continual exercise of his or her sense of liberty. ‘Jnan’ or ‘Knowledge’ is the only means by which this rare quality of freedom may be gained. A past wisdom thus re-combined with the present task of knowledge-gathering and dissemination may make our mission a truly unique and an appropriate one bringing us ever closer to the vision already detailed above.

6.2 Does the Institution has a management Information System

The office and accounts departments of the college have been using a management information system by a software named CAMS.

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

6.3.1 Curriculum Development

Since the college does not develop any curriculum but simply follows/implements the one framed by the university, the question of adopting quality improvement strategies does not arise.

6.3.2 Teaching and Learning

Although the syllabi are framed not by the college but by the university to which it is affiliated each department adopts some innovative processes in teaching and learning. First of all, the faculties of each department meet at the beginning of each academic session for allocation of syllabic assignments, contents, fix dates for the class test and annual tests and prepare the academic calendar of that session. Secondly, almost all the departments organize students' seminars, quiz contests, etc.

6.3.3 Examination and Evaluation

Apart from serving as centres for the university examinations each year, the college also conducts class tests and annual tests to evaluate the progress of the students. The answer scripts of such tests are shown to the students. One department of the institution took on-line test and followed the practice of self evaluation of answers-script.

6.3.4 Research and Development

Since this is an undergraduate college, the students are not undergoing any research work during their three years course. But the faculty members who are closely associated with research activities are provided with the under mentioned facilities:-

- Allowing the faculty members to attend Orientation Programmes, Refresher course, National/International/State level seminar/workshop and symposia.
- The internet facility has been provided through which the researchers can access their information related to their research.
- The UGC grant is provided for attending seminars/workshop that include presentation of papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies :

- The physical infrastructure has been marginally improved. At present the library enjoys a space of 3000 sq.ft.
- Latest books and journals are purchased and subscribed. Enlisting of newly purchased books are done by library staff.
- Library related information is provided to the students and the teachers at regular basis.
- Internet service has been made available to the library users.
- Some of the honours departments maintain and run a library of their own.
- Annual budgetary allocation is made available to each department for purchasing text and reference books.
- Department of Physical Education has got a store room and human skeleton with glass box.
- Almost all the science departments have received a certain amount of grant to purchase the required instruments.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' council whose elections are held annually as per university statutes. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and makes scope of utilizing the total human resource of the college. The college's aim is to make optimum use of the available human resource.

6.3.7 Faculty and Staff recruitment

The Governing Body of the college has the power to appoint the principal and the teaching staff only after proper recommendation from the College Service Commission. The recruitment of the non-teaching staff solely depends upon the standing committee which is framed by the Governing Body and till date the recruitment procedure has been very transparent in this college.

6.3.8 Industry Interaction / Collaboration

During this year the college has not initiated any Industry Interaction or Collaboration

6.3.9 Admission of Students

The admission procedure in our college is very transparent. The following steps are followed for admission into first year:-

- Off line filling up of forms.
- Preparation of department wise merit lists.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	NIL

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	Yes	Govt.	No	NA

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

There is an Alumni Association in the college which has been established in the year 2005. However during this year college has not received any financial support.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. The IQAC, however, feels the need to form a regular Parent-Teacher Association which will work for the development of the College.

6.13 Development programmes for support staff

The support staff is allowed to attend different workshop conducted by the affiliating University, the Income Tax Office, Treasury office, Block development office, Zilla Parishad etc. To initiate the coverage for Group Saving Linked Insurance Policies for the newly joined teaching staff and non teaching staff.

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

No specific programme to make the campus eco friendly was taken. Routine programmes such as plantation of trees and removal of plastic from the campus was taken to make it eco-friendly. Burning of plastic is strictly prohibited. We encourage e-communication for transacting institutional business. Moreover, we promote two sides print-outs of a single page as policy to restrict use of paper.

Criterion – VII

7. Innovations and Best Practices

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

- Awareness programme to save electricity.
- Special drive to give computer training to the office staff.
- All the departments were encouraged to publish wall magazine at least once in a year and thus to nurture the creative spirits of students.

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

- The installation of Green Board in the class rooms was completed.
- The work to construct two class room building has started.
- 2-day National Conference was organized under the supervision of the IQAC.

7.3 Give two Best Practices of the institution

- Orientation programme on computer basics for non-teaching staff.
- Awareness programme to save electricity.

***See Annexure II**

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

- Plan to organize a National Seminar.
- Plan to provide safe and cold drinking water.
- Plan to complete the construction of two class room building.

Name TANMAY BANDYOPADHYAY Name DR. MANAS KUMAR JANA.

Tanmay Bandyopadhyay
08/01/16
Signature of the Coordinator, IQAC

Dr. Manas Kumar Jana
08.01.2016
Signature of the Chairperson, IQAC

Annexure-I

ACADEMIC YEAR CALENDAR 2011-2012

	Su	M	Tu	W	Th	F	Sa	WD
JULY 11	3	4	5	6	7	8	9	02
	10	11	12	13	14	15	16	06
	17	18	19	20	21	22	23	06
	24	25	26	27	28	29	30	06
	31							
Aug 11	1	2	3	4	5	6	7	05
	7	8	9	10	11	12	13	06
	14	15	16	17	18	19	20	05
	21	22	23	24	25	26	27	05
	28	29	30	31				
SEPT 11	4	5	6	7	8	9	10	06
	11	12	13	14	15	16	17	06
	18	19	20	21	22	23	24	06
	25	26	27	28	29	30		04
OCT 11	2	3	4	5	6	7	8	00
	9	10	11	12	13	14	15	00
	16	17	18	19	20	21	22	00
	23	24	25	26	27	28	29	00
	30	31						
Nov-11	6	7	8	9	10	11	12	03
	13	14	15	16	17	18	19	06
	20	21	22	23	24	25	26	06
	27	28	29	30				03
Dec. 11	4	5	6	7	8	9	10	05
	11	12	13	14	15	16	17	06
	18	19	20	21	22	23	24	06
	25	26	27	28	29	30	31	06
JAN 12	1	2	3	4	5	6	7	06
	8	9	10	11	12	13	14	06
	15	16	17	18	19	20	21	06
	22	23	24	25	26	27	28	03
	29	30	31					02
FEB 12	5	6	7	8	9	10	11	06
	12	13	14	15	16	17	18	06
	19	20	21	22	23	24	25	06
	26	27	28	29				03
MAR 12	4	5	6	7	8	9	10	06
	11	12	13	14	15	16	17	06
	18	19	20	21	22	23	24	06
	25	26	27	28	29	30	31	06
APRIL 12	1	2	3	4	5	6	7	05
	8	9	10	11	12	13	14	05
	15	16	17	18	19	20	21	06
	22	23	24	25	26	26	28	06
	29	30						
May-12	6	7	8	9	10	11	12	03
	13	14	15	16	17	18	19	06
	20	21	22	23	24	25	26	06
	27	28	29	30	31			04
Jun. 12	3	4	5	6	7	8	9	06
	10	11	12	13	14	15	16	06
	17	18	19	20	21	22	23	06
	24	25	26	27	28	29	30	06

Sunday
 Holiday
 Working Day
 (Subject to change/adjustment)

MONTH	SCHEDULE
July	Commencement of 1 st , 2 nd & 3 rd Year classes Syllabus modules and unit test programme to the students Seminar on World Population Day (11.07.2011) Renewal of Library cards of 2 nd & 3 rd year students.
August	Enrolment of students for NSS/NCC Units. Issue of library cards to 1 st year students. Issue of uniform to NCC cadets. Inter class football and carrom competition Registration & Enrolment form fill up by 1 st year students. Freshers' welcome Independence Day observation (15.08.2011) by NCC unit Observation of Death Anniversary of Rabindranath Tagore. Guidance regarding stipend for minority students.
September	Anti War Day celebration (01.09.2010) 1st Unit Test for Part-I, II, III.-Hons. students Teachers' Day celebration (05.09.2011) World Literacy Day celebration by NSS (08.09.2011) Counselling of students regarding academic performance Application for students' concession Cultural competition Prizes to successful students of University examination and sports (05.09.2011)
November	Blood donation and prize giving ceremony. Publication of list of students' concession. Foundation Day observation (08.11.2011) Inter class volleyball competition Excursion of Zoology, Botany, Geography students 1st Unit Test for Part-I,II,III, General Students' Seminar and quiz contest.
December	Annual social National Library Day Celebration (20.12.2011) Special camp of NSS units Publication of college magazine Anti AIDS Day observation by NSS students (01.12.2011) 2nd Unit Test for Part-I,II,III, Honours Students' Seminar & Quiz contest.
January	Netaji Birthday Celebration (23.01.2011) by NSS students. Republic Day celebration (26.01.2011) by NCC students. Inter class Annual Athletic Meet.
February	Observance of Bhasa Dibas (21.02.2011) Part-III Preparatory examination & form fill up for University examination
March	Part-II Test examination & form fill up for university examination
April	Part-I Test examination & form fill up for university examination.
May	Part-III final examination (University) Rabindranath Tagore's Birth Anniversary Celebration Part-II Examination (University)
June	Part-I Examination (University) Admission to 1 st , 2 nd , 3 rd , year classes

Above Programme is subject to change.

LIST OF HOLIDAYS 2011-2012 (JULY TO JUNE)

15 th August, 2011	:	Independence Day;
22 nd August, 2011	:	Janmastami;
31 st August, 2011	:	Id-Ul-Fetar;
27 th September, 2011	:	Mahalaya;
2 nd –29 th October 2011	:	Puja vacation;
7 th November, 2011	:	Id-Uz-Zoha;
8 th November, 2011	:	College Foundation Day;
10 th November, 2011	:	Guru Nanak's birthday;
6 th December, 2011	:	Maharam;
25 th – 31 st December,2011	:	X-Mas Holidays
23 rd January, 2012	:	Netaji's Birthday;
26 th January, 2012	:	Republic Day ;
28 th -29 January, 2012	:	Saraswati Puja ;
8 th March, 2012	:	Doljatra;
6 th April, 2012	:	Ambedkar's Birthday ;
15 th April, 2012	:	Nababarsha;
1 st May, 2012	:	Rabindrajayanti;
Summer Recess	:	35 days excluding Sundays
Other Holidays	:	3 [Sports, Nabin-Baran, Social]
Principal's Discretion	:	4 days

(Subject to change/adjustment).

ACCOUNT OF TEACHING DAYS

Total Working Days	:	267
Summer Recess	:	40 (Including Sunday)
College Examination Days	:	20 (Approx)
Annual Sports	:	02
Annual Social	:	01
College Foundation Day	:	01
Election & Student's Council	:	01
Freshers' Welcome	:	01
Total Teaching Days	:	201 [267-66]

(Subject to change/adjustment).

Annexure-II
Best Practice-1

1. Title of the Practice

Orientation Programme on Computer Basics for Non-teaching Staff

2. Goal

The major aims of the practice followed by the institution are

- a) To orient nonteaching staff about computer basics.
- b) To impart computer knowledge among nonteaching staff.
- c) To induce staff to acquire a preliminary knowledge on computer and to use them for official purposes.
- d) To encourage staff to make more e-communication.

The principle followed is to use the knowledge of full time teachers and to use them to impart preliminary computer knowledge to nonteaching staff

3. The Context

This is observed that some nonteaching staff are not quite acquainted with using computer services and thus there is a huge scope for improvement in official works through the use of computer services.

The programme was facilitated by a similar programme organised in the previous academic year where teachers have already prepared write-ups that are to be distributed among the participants.

While introducing such activities, the major challenge was to ensure a wholehearted participation of all nonteaching staff and to make them life long learners and users of computer.

4. The Practice

The major practices that the institution followed are

- a) Dates for organisation of the workshop were announced.
- b) Some nonteaching staff were selected and asked to join the course.
- c) The same set of teachers were asked to take classes in the course.
- d) The course contained primary knowledge on computer, MS word, Microsoft Excel, AvRo Keyboard, Powerpoint and on Internet use.
- e) Learners are asked to make their doubts clear during the classes.

Not all participants participated in the course with equal vigour and most of them have not shown interest in the question answering session.

5. Evidence of Success

There are some evidences of success

- a) A few staff has shown great interest and has used the acquired knowledge in future time.
- b) Almost all participants have learned using internet and used the service for e-communication.
- c) The interactive question answering session with the teachers helped some participants to clear their doubts.

The results indicate that such programmes have positive effects but the effects will be more if continuous programmes can be taken.

6. Problems Encountered and Resources Required

The problems encountered are already described as constraints. The programmes could not ensure a wholehearted participation of all the learners because several employees were engaged in urgent official work during the training period.

The financial resource required is not very significant. The available infrastructures are used to carry out such programmes.

Some teachers were chosen as instructors in the course and thus internal human resource was used.

7. Notes (Optional)

Nil

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Best Practice-2

1. Title of the Practice

Awareness to save electricity

2. The Goal

The natural resources are limited and would get over in near future. Therefore the use of electricity which is generated mostly from the natural resource like coal etc. should be optimized to save our next generation. We are not much aware of this fact. Every individual of our society consume electricity to some extent. Therefore it should be a very good practice to stop wastage of electricity and find efficient way of managing with less electricity consumption.

3. The Context

Due to global warming the climate has changed in our country also over the last few decades. As a result of which summer season is hotter than average temperature it is supposed to have. Class rooms are sometime over crowded. To beat the heat we essentially need to switch on fans in the class rooms, offices, laboratories etc. Electricity bills goes very high especially in the summer season. At some point of time the electricity bill of our institution went abnormally high, fuel consumption of the generator also went very high and it became the matter of concern. We started to find out the actual reasons for that. The fact came out is that over the last few years a good number of new instruments have been installed in various laboratories and offices, the number of fans installed in the class rooms have gone very high. Those instruments are made of very advanced technologies therefore do not consume much of electrical energy. On the other hand the over head fans consume most of the electricity. It was found that very often fan and lights are on in class rooms when there is no class also.

4. The Practice

Motivation is to stop misuse of electricity throughout the campus. Introduction of Compact florescent light (CFL) in place of ordinary bulb in all laboratories, class rooms, office and other places took place. A good number of computer monitors are replaced by LCD/LED monitor. Other computer peripherals are also modernized to minimize energy consumption. Maximum old Equipments and instruments in laboratories are also being replaced by different modern ones. Almost every class room and laboratory has got a wooden board in front of its entrance and an appeal notice has been displayed "Please switch off all the lights and fans before exit" (see picture).

5. Evidence of success

The electricity bill per month during summer has gone down to a reasonable amount. The fuel consumption of the generator has become much less. The battery maintenance cost of the inverters has come down. Students and staff members of the college are very sincere regarding energy utilization

6. Problems Encountered and Resources Required:

Due to crunch of fund still there are a good number of computer monitors which are yet to be replaced by LCD/LED monitor. A few old equipments and instruments in various laboratories are yet to be replaced by different modern ones. Campus lightening arrangement is not yet modernized. Every year new batches of students take some time to get used to with the institutional system. Installation of renewable energy source e.g. solar grid is urgently required. Appropriate fund from UGC or any other agency is essential.

7. Notes (Optional):

Nil

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