THE ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC (2013-14)

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 (2013-14)

Part – A

AQAR for the year

| 2013-14 |

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/AQAR13_14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	72.6%	2006	2011
2	2nd Cycle				
3	3rd Cycle				
4	4th 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.   AQAR 2011-12, submitted on 08.01.2016 (DD/MM/YYYY)
    ii.   AQAR 2012-13, submitted on 08.01.2016 (DD/MM/YYYY)

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) | NIL |

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   No

University with Potential for Excellence   No   UGC-CPE   No

DST Star Scheme   No   UGC-CE   No

UGC-Special Assistance Programme   No   DST-FIST   No

UGC-Innovative PG programmes   No   Any other (*Specify*)   No

UGC-COP Programmes   No

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   NIL

2.4 No. of Management representatives   NIL

2.5 No. of Alumni   01

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

2.7 No. of Employers/ Industrialists   NIL

2.8 No. of other External Experts   NIL

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | 02 |

Non-Teaching Staff Students | 02 | Alumni | 01 | Others | NIL |

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

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | NIL | International | NIL | National | NIL | State | NIL | Institution Level | NIL |

(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 2013-2014 the IQAC reviewed the academic performance of all the departments and suggested steps to improve overall teaching learning to the management. During the same year the IQAC has recommended academic audit of all the departments and recommendations have been made and 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, reconstruction of the Physics Department Staff Room and automation of administrative processes (c) take feedback from the students (d) The coordinators of NSS wings are directed to plan act accordingly for achieving several out-reach programme. (e) perform academic audit (f) implement effective grievance cell and career counselling for students.	(a) The work on Bio Science Building & Women's' hostel were in progress. (b) The existing infrastructure was upgraded, the reconstruction of the staff room of the department of Physics is about to start. (c) Management information system and ERP have been introduced in Administrative works. (d) New Building has been constructed which is in work in progress. (e) Feedback has been taken from the students and actions are taken based on their feedback. (f) Guardian meet is conducted for educational improvement and feedback is taken from them for future action. (g) Grievance cell and career counselling for students are implemented. (h) Medical & Sports facilities are provided. (i) NSS wings were able to organize the out-reach programme

* See Annexure. -I

2.15 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) ☐

*See Annexure-II

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
47	18	5	0	24

2.2 No. of permanent faculty with Ph.D.   15

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
1	22	0	0	0	0	0	0	1	22

2.4 No. of Guest and Visiting faculty and Temporary faculty   38   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	20	00
Presented papers	05	18	02
Resource Persons	00	01	00

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

> ➢ Showing movies of texts that are part of the syllabus.
> ➢ ICT enabled class room teaching.
> ➢ Group discussion.
> ➢ Field study for better understanding of flora in natural conditions.
> ➢ Arrangement of seminar lectures by distinguished persons from University/Research Institute.
> ➢ Use of computer aided methods.
> ➢ Organising educational tours, student seminar and publishing wall magazine by the students.
> ➢ Power point presentation by students.
> ➢ Preparation of class notes and using computer to display them on a regular basis.
> ➢ Conducting mock test.
> ➢ Group study to solve the university question paper.

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

| 172 |

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

| 67% |

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)	52	40	-	7.69	69.23	-	76.92
English(Hons)	44	21	-	2.27	45.45	-	47.73
Sanskrit(Hons)	46	29	-	10.87	52.17	-	63.04
History(Hons)	49	37	-	6.12	69.39	-	75.51
Philosophy(Hons)	22	17	-	13.64	63.64	-	77.27
Political science(Hons)	21	14	-	4.76	61.90	-	66.67
Economics(Arts Hons)	4	3	-	75.00	00.00	-	75.00
Geography(Hons)	21	16	-	14.29	61.90	-	76.19
Education(Honours)	24	18	-	16.67	58.33	-	75.00
Accountancy(Hons)	12	5	-	25.00	16.67	-	41.67
Physics(Hons)	14	4	-	14.29	14.29	-	28.57

Chemistry(Hons)	**10**	**6**	**-**	**10.00**	**50.00**	**-**	**60.00**
Zoology(Hons)	**16**	**1**	**-**	**0.00**	**6.25**	**-**	**6.25**
Botany(Hons)	**11**	**03**	**-**	**9.09**	**18.18**	**-**	**27.27**
Economics(Sc Hons)	**1**	**0**	**-**	**0.00**	**0.00**	**-**	**0.00**
Microbiology(Hons)	**7**	**3**	**-**	**0.00**	**42.86**	**-**	**42.86**
B.A(General)	**375**	**139**	**0.00**	**-**	**-**	**-**	**37.07**
B.Sc (General)	**31**	**10**	**3.23**	**-**	**-**	**-**	**32.26**
B.Com(General)	**9**	**0**	**0.00**	**-**	**-**	**-**	**0.00**

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

IQAC advises H.O.Ds. to convene departmental meeting at the beginning of each session, make year plan, 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 organize e-classes, seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	NIL
HRD programmes	01
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.	04
Others	NIL

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	13	00	00
Technical Staff	07	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 or major and minor research projects.
- ➤ Suggesting HOD's to apply to UGC for funds for organising national level seminars. Department of History was requested to utilize the sanctioned fund by Organizing the 2-day National Seminar.
- ➤ Advising teachers to participate in Refresher/Orientation courses and faculty development programs.
- ➤ Persuading the governing body to grant leave for faculties to participate in seminars.
- ➤ Instructed teachers to publish their research articles preferably in peer reviewed journals and journal having high impact factor.

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	2	1	1
Outlay in Rs. Lakhs	0	0	Rs.4,35,000	Rs. 61,500

3.4   Details on research publications

	International	National	Others
Peer Review Journals	18	04	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range NA   Average NA   h-index NA   Nos. in SCOPUS NA

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.5,07,500	Rs.4,35,000
Interdisciplinary Projects	03	Botanical Survey	Rs.32,00,000	Rs.17,00,000

		of India		
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	NA	NA	Rs37,07,500	Rs.21,35,000

3.7 No. of books published   i) With ISBN No. $\boxed{01}$ Chapters in Edited Books $\boxed{05}$

ii) Without ISBN No. $\boxed{00}$

3.8 No. of University Departments receiving funds from : NA

UGC-SAP $\boxed{}$ CAS $\boxed{}$ DST-FIST $\boxed{}$

DPE $\boxed{}$ DBT Scheme/funds $\boxed{}$

3.9 For colleges   Autonomy $\boxed{\text{NIL}}$ CPE $\boxed{\text{NIL}}$ DBT Star Scheme $\boxed{\text{NIL}}$

INSPIRE $\boxed{\text{NIL}}$ CE $\boxed{\text{NIL}}$ Any Other (specify) $\boxed{\text{NIL}}$

3.10 Revenue generated through consultancy $\boxed{\text{NIL}}$

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{00}$

3.13 No. of collaborations   International $\boxed{00}$ National $\boxed{00}$ Any other $\boxed{01}$

3.14 No. of linkages created during this year $\boxed{00}$

3.15 Total budget for research for current year in lakhs :

From Funding agency $\boxed{\text{Nil}}$ From Management of University/College $\boxed{\text{Nil}}$

Total $\boxed{\text{NIL}}$

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
00	00	00	00	00	00	00

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

00

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

00

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 200   State level NIL

National level NIL   International level NIL

3.22 No. of students participated in NCC events:

University level NIL   State level 14

National level NIL   International level NIL

3.23 No. of Awards won in NSS:

University level NIL   State level NIL

National level NIL   International level NIL

3.24 No. of Awards won in NCC:

University level | NIL | State level | NIL

National level | NIL | International level | NIL

3.25 No. of Extension activities organized

University forum | NIL | College forum | NIL

NCC | NIL | NSS | 01 | Any other | 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 plantation programme to develop a garden of medicinal plants and a workshop on child care, by which the institution delivered its social responsibility towards the community at large.

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 (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.3,33,653	Rs.1,66,485	Institution and UGC	Rs.4,98,138
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 have been computerized. Admission into various (Honours) subjects and submission/deposit of taxes are done online. All the computers in the office have LAN connections. The computerization of the library is in process. A separate computerized counter is earmarked to facilitate the "Konyasree" scholarships.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20323	4156200	450	106386	20773	4262586
Reference Books	5796	1740897	111	35520	5907	1776417
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	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	48	Free	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil
Total	26119	5917097	561	141906	26680	6059003

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	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 — 20780/-

ii) Campus Infrastructure and facilities — 15432/-

iii) Equipments — 137292/-

iv) Others — 31127/-

Total : 204631/-

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 college.
> ➢ 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
2998	NIL	NIL	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
1552	51.77

Women

No	%
1446	48.23

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1731	418	37	286	06	2478	2015	533	43	362	45	2998

*OBC includes Minority

Demand ratio*   Dropout %

* Centrally online admission.

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 from 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

Committee against sexual harassment worked whole heartedly to sensitise all stakeholder s about the issues of sexual harassment, eve teasing etc.

5.9 Students Activities

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

State/ University level | 67 | National level | 10 | International level | 00 |

No. of students participated in cultural events

State/ University level | 00 | National level | 00 | International level | 00 |

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

Sports: State/ University level [27]   National level [00]   International level [00]

Cultural: State/ University level [00]   National level [00]   International level [00]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	895	Rs.3,09,565
Financial support from government	313	Rs.17,83,500
Financial support from other sources	06	Rs.21,600
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level [NIL]   National level [NA]   International level [NA]

Exhibition: State/ University level [NIL]   National level [NA]   International level [NA]

5.12   No. of social initiatives undertaken by the students   [NIL]

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 account department of the college has developed a management information system by uploading new software named CAMS.

6.3

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 adapting 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. Some of the departments use PPTs for complementing conventional teaching learning for the Honours students. Multiple choice questions are also set in the class tests to encourage the students to read the text books thoroughly.

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 and their progress reports are sent to the guardians.

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 course, refresher course, National/International/State level seminar/workshop and symposia.

➢ The internet facility is 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.
➢ 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.
➢ Almost all the science departments have received a certain amount of grant to purchase the instruments.
➢ Department of Geography has got Digital Theodolite, Digital Planimeter and GPS.
➢ Department of Defence Studies has got an Air Rifle.

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 make 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. During this year 01(one) assistant professors have joined the Institution. The recruitment of the non-teaching staff solely depends upon the standing committee which is also framed by the Governing Body.

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 a form.
>
> ➢ Preparation of merit list.
>
> ➢ Counselling
>
> ➢ Final admission.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	NIL

6.5 Total corpus fund generated

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 NA   No NA

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

N.A.

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

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. But some departments arranges meetings with the parents from time to time to appraise them of the students' academic progress and discuss various students-related issues. 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.

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

The institution propagates the idea of eco-friendliness by observing World Environment Day every year and encourages plantation of trees and removal of plastic from the campus to make it eco-friendly. The institution encourages all stake holders to make less use of plastic and to use bio-degradable materials as far as possible. 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. The college has also made a garden of medicinal plants in the college campus. The surrounding campus is regularly cleared and cleaned, at least twice in a year, for hygiene purpose. The wash rooms and urinals /toilets are regularly cleared with disinfectant so that there is no chance of infectious disease to the students and staff. So the cost college up keep is high.

Criterion – VII

7. Innovations and Best Practices

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

> ➢ The Science Departments are requested to extend their support to assist the local school teachers to successfully implement practical curriculum (+2 level) at Higher Secondary level.
> ➢ To extend the social responsibility of the institution a number of persons requiring eye surgery were taken to a eye operation camp for cataract surgery.

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

> ➢ Assistance to school teachers (+2 level) on practical curriculum at Higher Secondary level was provided
>
> ➢ Out –reach programmes by NSS were successfully organized
>
> ➢ Reduction in use of paper works by the help of electronic gadgets.
>
> ➢ Repairing the banks of the college pond but with proper safeguard of the ecology of the pond.
>
> ➢ Process of reconstruction of the staff room of the Department of Physics was initiated.

7.3 Give two Best Practices of the institution

> ➢ Environmental Awareness and Protection.*
>
> ➢ Assistance to School Teachers on Practical Curriculum.

*See annexure III

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

> - Introducing a Xerox centre for facilitating the students
> - Installation of a water system for provision of cold drinking water for students and staff.
> - Provision of laptop to a number of teachers to facilitate their academic and research activities.
> - Special thrust to complete the Bio Science Building and Womens' Hostel.
> - Installation of a software to facilitate library works.

Name TANMAY BANDYOPADHYAY   Name DR. MANAS KUMAR JANA

Tanmay Bandyopadhyay
8/1/'16
Signature of the Coordinator, IQAC

08.01.2016
Signature of the Chairperson, IQAC

_____ *** _____

<u>Annexure I</u>

□ **RABINDRA MAHAVIDYALAYA** □

ACADEMIC YEAR-PLAN 2013-14

July, 2013
- Commencement of 1st, 2nd & 3rd year classes
- Publication Syllabus modules and unit test programme
- Wall magazine on world population Day (11.7.2013)
- Renewal of Library cards for 2nd & 3rd year students
- Admission to 3rd year classes for the session 2014

August, 2013
- Enrolment of Students for NSS/NCC Units, Issue of uniform to NCC Cadets
- Issue of Library cards to 1st year students
- Inter class football and carom competition
- Registration & Enrolment form fill up by 1st year students
- Freshers' welcome
- Independence Day observation (15.8.2013) by NCC unit;
- Observation of Death Anniversary of Rabindranath Tagore
- Guidance regarding stipend for minority students

September, 2013
- Anti -War Day celebration (01.9.2013)
- 1st Unit Test of Part-I, Part-II & Part-III-Honours. Students
- Teachers' Day celebration (05.9.2013)
- World Literacy Day celebration by NSS (08.9.2013)
- Counseling of students regarding academic performance
- Application for students' concession
- Cultural competition

November, 2013
- Publication of list of students' concession
- College Foundation Day observation (08.11.2013)
- Inter-class volleyball competition
- Excursion of Zoology, Botany, Geography students
- Seminar and Quiz contest

December, 2013
- Annual social programme
- National Library Day celebration (20.12.2013)
- Publication of College Magazine
- Anti AIDS Day observation by NSS Unit (01.12.2013)
- 2nd Unit Test of Part-I, Part-II & Part-III Honours students
- Seminar & Quiz contest

January, 2014
- Netaji Birthday celebration (23.01.2014) by NSS Unit
- Republic Day celebration (26.01.2014) by NSS Unit
- Inter-class Annual Athletic Meet

February, 2014
- Observance of Bhasha Dibas (21.02.2014)
- Part-III Preparatory Test Exam.& form fill up for University Examination
- Part-I Test Examination and form fill up for University Examination

March, 2014
- Part-II Test Examination and form fill up for University Examination;

April, 2014
- Part-III Final Examination (University)

May, 2014
- Rabindranath Tagore Birthday Celebration
- Part I Final Examination (University)

June, 2014
- Part II Final Examination (University)
- Admission to 1st, 2nd and 3rd year classes for the session 2014

*Subject to change

===== (20) ===== PROSPECTUS–2013-14

ACADEMIC CALENDER : 2013-14

Month	Week	Dates	Nos. of Holidays	No. of 'No class' days	No. of Teaching days [TD]	Remarks
1	2	3	4	5	6	7
			First Term: 01.7.2013 to 10.10.2013			
July 2013	1st	July(1-7)	1 day; Sunday-07.7.2013	1	6	No. of TD in Jul.: 25
	2nd	July(8-14)	1 day; Sunday-14.7.2013	1	6	
	3rd	July(15-21)	1 day; Sunday-21.7.2013	1	6	
	4th	July(22-28)	1 day; Shrabanimela-22.7.2013	1	5	
			1 day; Sunday-28.7.2013	1		
July-Aug. 2013	5th	July29 - Aug.4	1 day; Sunday-4.8.2013	1	6	No. of TD in Aug.: 23
Aug. 2013	6th	Aug.(5-11)	2 days; Sunday-11.8.2013 & Id-ul-fitr-09.8.2012	2	5	
	7th	Aug.(12-18)	3 days; Shrabanimela-12.8.2013,Independence Day-15.8.2013 & Sunday-18.8.2013	3	4	
	8th	Aug.(19-25)	2 days; Sunday-25.8.201 & Janmastami-28.8.2013	2	5	
Aug.-Sep 2013	9th	Aug 26 - Sept.1	1 day; Sunday-1.9.2013	1	6	No. of TD in Sep.: 24
Sept. 2013	10th	Sep.(2-8)	1 day; Sunday-08.9.2013	1	6	
	11th	Sep.(9-15)	1 day; Sunday-15.9.2013	1	6	
	12th	Sep.16-22	2 days; Biswakarma Puja-17.9.2013,Sunday-22.9.2013	2	5	
	13th	Sep.(23-29)	1 day; Sunday-29.9.2013	1	6	
Sep. - Oct. 2013	14th	Sep.30 - Oct.6	3 days, Gandhi Birthday-02.10.2013, Mahalaya-4.10.2013, Sunday-6.10.2013	3	4	No. of TD in Oct.: 7
Oct. 2013	15th	Oct.(7-13)	1 day; Puja Vacation starts-11.10.2013	3	4	
			Puja Vacation begins on and from 20.10.2012 to 17.11.2012			
Oct. 2013	16th	Oct.(14-20)	Puja Vacation	7	Nil	
Oct. 2013	17th	Oct.(21-27)	Puja Vacation	7	Nil	
Oct.-Nov. 2013	18th	Oct.28 - Nov.03	Puja Vacation	7	Nil	
Nov. 2013	19th	Nov.(4-10)	4 days; Puja Vacation, Foundation day-8.11.2013, Sunday-10.11.2013	4	3	No. of TD in Nov.: 12
	20th	Nov.(11-17)	4 days; Jaghadhatri Puja-11.11.2013, Maharam-14.11.2013, Guru Nanak's Birthday-17.11.2013	4	3	
			2nd Term: From 18.11.2013 to 31.12.2013			
Nov. 2013	21st	Nov.(18-24)	1 day; Sunday-24.11.2013	1	6	

(21) PROSPECTUS–2013-14

Nov – Dec. 2013	22nd	Nov.25 - Dec.01	1 day; Sunday-1.12.2013	1	6	
Dec. 2013	23rd	Dec.(2-8)	1 day; Sunday-08.12.2013	1	6	No. of TD in Dec. 26
	24th	Dec.(9-15)	1 day; Sunday-15.12.2013	1	6	
	25th	Dec.(16-22)	1 day; Sunday- 22.12.2013	1	6	
	26th	Dec.(23-29)	5 days; Christmas Day-25.12.2013 & Winter Recess-26.12.2013 to 29.12.2013	5	2	
3rd Term: From 01.01.2013 to 30.6.2013						
Dec. 2013- Jan. 2014	27th	Dec.30 - Jan.05	4 days; Winter Recess-30.12.201 & 31.12.2013 New Year Day-01.01.2013, Sunday- 5.01.2014	4	3	No. of TD in Jan. 24
Jan. 2014	28th	Jan.(6-12)	1 day; Sunday-12.01.2014	1	6	
	29th	Jan.(13-19)	2 days; Fatehadoaj-dozam-14.012014 Sunday-19.01.2014	2	5	
	30th	Jan.(20-26)	2 days; Netaji Birthday-23.01.2013 & Republic Day-26.01.2013	2	5	
Jan.– Feb. 2014	31th	Jan.27 - Feb.02	1 day; Sunday-02.02.2014	1	6	No. of TD in Feb. 22
Feb. 2014	32rd	Feb.(3-9)	3 days; Saraswati Puja-4.02.2014-5.02.2014, Sunday-09.02.2014	3	4	
	33rd	Feb.(10-16)	1 day; Sunday-16.02.2014	1	6	
	34th	Feb.(17-23)	1 day; Sunday-23.02.2014	1	6	
Feb.- Mar. 2014	35th	Feb.24 - Mar.02	2 days; Doljatra-1.03.2014 & 2.03.2014	2	5	No. of TD in Mar. 25
Mar. 2014	36th	Mar.(03-09)	1 day; Sunday-09.3.2014	1	6	
	37th	Mar.(10-16)	1 day; Sunday-16.3.2014	1	6	
	38th	Mar.(17-23)	1 day; Sunday-23.3.2014	1	6	
	39th	Mar.(24-30)	1 day; Sunday-30.3.2014	1	6	
Mar.- Apr. 2014	40th	Mar.31 - Apr.06	1 day; Ambedkar's Birthday - 06.4.2014	1	6	No. of TD in Apr. 22
Apr. 2014	41st	Apr.(07-13)	1 day; Sunday-07.4.2014	1	6	
	42nd	Apr.(14-20)	4 days; Chaitra Sankranti-14.4.2014, Nababarsha-15.4.2014, Good Friday-18.4.2014 & Sunday-20.4.2014	4	2	
	43rd	Apr.(21-27)	1 day; Sunday-27.4.2014	1	6	
Apr.- May 2014	44th	Apr.28 - May04	2 days; May Day-01.5.2014 & Sunday-4,5.2014	2	5	No. of TD in May 07
May 2014	45th	May(5-11)	2 days; Rabindra Jayanti-09.5.2014 & Sunday-11.5.2014	2	5	
Summer Recess begins						
May 2014	46th	May(12-18)	Summer Recess	7	Nil	
	47th	May(19-25)	Do	7	Nil	
May-Jun. 2014	48th	May26 - Jun01	Do	7	Nil	No. of TD in Jun. 06
Jun. 2014	49th	Jun(02-08)	Do	7	Nil	
	50th	Jun(09-15)	Do	7	Nil	
	51st	Jun(16-22)	Do	7	Nil	
End of Summer Recess						
Jun. 2014	52nd	Jun(23-30)	2 days; Sundays-23.6.2014 & 30.6.2014	2	6	

*Subject to change

(22) PROSPECTUS–2013-14

RABINDRA MAHAVIDYALAYA

Particulars	Day(s)
Total no. of days available for holding classes, class tests etc [TD]	226
College Examinations (Test & Preparatory) [CE]	20
Annual Sports	2
Annual Social	1
Freshers' Welcome	1
Foundation Day	1
Students' Election	1
Principal's Discretion, if applied/used	4

List of Holidays/Vacation/Recess: 2013-14

Shrabanimela (PD)	22.7.13
Id-Ul-Fitar	09.8.2013
Independence Day	15.8.2013
Janmastami	28.8.2013
Shrabanimela (PD)	12.8.2013
Biswakarma Puja	17.9.2013
Gandhi Birthday	02.10.2013
Mahalaya	4.10.2013
Puja Vacation	11.10.2013 – 5.11.2013
Foundation Day	8.11.2013
Jagadhatri Puja	11.11.2013
Maharam	14.11.2013
Birthday of Guru Nanak	17.11.2013
Christmas Day	25.12.2013
Winter Recess	26.12.2013 – 31.12.2013
New Year Day	01.01.2014
Fathehadoazdaham	14.01.2014
Netaji's Birthday	23.01.2014
Republic Day	26.01.2014
Saraswati Puja	4.02.2014 –5.02.2014
Doljatra	1.3.2014 – 2.3.2014
Chaitra Sankranti	14.4.2014
Nababarsa	15.4.2014
Good Friday	18.4.2014
Ambedkar's Birthday	06.4.2013
May Day	1.5.2014
Rabindra Jayanti	9.5.2014
Summer Recess	35 days excluding Sundays

(23) PROSPECTUS–2013-14

Feedback

All the departments distributed the feedback form to the Honours students and their parents in a prescribed format, where as many as students participated in it.

After analyzing their feedback, it has come to our notice that they are quite regular at their respective classes. Sometime due to lack of teachers, classes are not properly run, although some special classes are organized to complete the syllabus. Students in the science laboratories want more numbers of instruments.

Though the library has got sufficient number of collection in form of reference and text books but due to lack of technical personnel the overall services of the library are affected. Most of the students suggested that more facilities like Xerox centre for students, improved canteen facilities, lending more no of books , Wi-Fi system for the students , neat and clean play ground, organizing more number of career counselling programme are required to motivate the students and increase their attendance.

On the other hand while analyzing the parents feedback, it has been observed that parents are very much conscious about their ward's studies and expressed their willingness to help for all round development of the college. Parents are very much eager to share their views with teachers and wishing to have Parent Teacher Meetings.

Annexure-III

Practice –I

Title of the Practice

1. **Environmental Awareness and Protection**

2. **Goal**

   The major aims of the practice followed by the institution are

   a) To inculcate awareness about environment protection and sustainability and to generate sense of environment protection among students.
   b) To make the campus more green by initiating the plantation programmes.
   c) To make all stakeholders aware of hazards related to use of plastic and other non-degradable pollutants.
   d) To encourage reduction, renewal and recycling of valuable resources.
   e) To implant that, resources such as freshwater is scarce and prudent use of the resource is to be made.
   f) To extend the consciousness among local community through extension activities.

3. **The Context**

   Environment, as a common property resource, which is over utilised and polluted. It is not taken care of that such acts will in turn endanger us. Urbanisation has deteriorated the environment. Students can play an important role to protect environment.

   While performing such activities, the major challenge was the inherent culture borne by stakeholders that are generally environment degrading.

   Substituting plastic by other environment friendly materials makes products costly. People often do not accept these things due to their lack of their environmental awareness.

4. **The Practice**

   The major practices that the institution followed are

   a) Students are requested to stop use of plastic or at least to reduce use of plastic. Use of plastic and thermocol in the canteen are not allowed.
   b) Burning of plastic is strictly prohibited within the campus. Plan was made to form a Nature Club to promote environment awareness.
   c) All stakeholders are requested to use both sides of paper. The office staff and teachers follow the practice.
   d) Though the impact of electronic communication and networking on carbon emission is debated, office staff and teachers are encouraged to use LAN facility and e-communication.
   e) Trees are planted to make the campus more green. 'Save Tree, Save Institution' campaign was launched.
   f) Students and staff are encouraged to save electricity.

   The constraints are the borne culture of the stakeholders, non familiarity of some staff and teachers with e-communication etc.

5. **Evidence of Success**

   There are some evidences of success
   a) Visible reduction in use of plastics is seen.
   b) Some students and a good number of teachers are seen to switch off electrical gadgets when not required.
   c) The process of formation of Nature Club started.

   The results indicate that such programmes have positive effects but the effects attenuate if continuous efforts are not taken.

6. **Problems Encountered and Resources Required**

   The problems encountered are already described as constraints. The programmes could not ensure wholehearted participation of all sections of students.

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

   The teachers and staff, NSS, all students are the major human capital used. The institution used internal faculty and staff to deliver talks.

7. **Notes (Optional)**

   Such programmes can be better implemented if cooperation from local panchayet, administrative authorities is sought. This may ensure participation of local community in such activities.

Contact Details
Name of the Principal/TIC: Prof. Sujata Bandyopadhayay
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Best Practice-II

1. **Title of the Practice**

   Assistance to school teachers (+2 level) on practical curriculum at Higher Secondary level.

2.Goal:

To get better quality of students in the undergraduate science subjects, it is necessary to teach the school students (+ 2 level) properly, but it is not possible to teach the students directly by the College Teachers. So, we have started to teach them indirectly i.e. by teaching the school teachers of local schools, through visit at the science departments of this College and also through visit of some faculties of this college at their schools.

3.The Context:

The practical curriculum at the H.S.(+2 level) science has been revised and updated in 2012-2013 session, but neither the school teachers updated by refreshers course/workshops, nor the laboratories of the schools are properly upgraded. Naturally, they used to skip the practical classes and ultimately the students were not learning properly. Therefore, the teachers at College level would have additional pressure to update the newly admitted students in B.Sc. Courses. A few very sincere teachers approached our faculties for assistance. Therefore it was decided to arrange some assistance programme for the school teachers of local schools at the science departments of this College and at their respective school with the help of the resourceful faculties available in this institution.

4.The Practice:

In the year 2013, five teachers of Physics from different schools under Tarakeswar Block and Pursurah Block were sending by their respective authority who learned the practical curriculum of class XI spending three hours per week, which they can conduct at their school, even if the laboratory is not properly updated. A few teachers got trained also in the department of Chemistry. This assistance programme was continued for ten weeks. Later on in few cases teachers faced problems to conduct the practical classes because of newly installed instruments and again requested the faculties to visit their laboratories for solution. This was also attended by the faculties of this institution.

In the year 2014, another group of 07 teachers were trained in the practical curriculum of class XII. After words different Head Masters/Head mistresses requested to arrange similar assistance programme in Biology also.

Therefore, in 2014 assistance was extended for seven teachers in Biology also.

5.Evidence of Success:

More and more teachers from different schools are interested to participate in the programme, which is evident from the requests received in the subsequent years. We find a few of the B.Sc. First year students who got admitted in this institution in the running academic session and studied in those schools are better trained and doing well in their practical classes.

6.Problems Encountered and Resources Required:

Due to scarcity of laboratory space and scarcity of full time teachers in this institution it is not possible to attend a large number of participants. Due to lack of infrastructure and man power it was not possible to hold a workshop to cater a large number of school teachers this type of assistance. The programmes were informal types in respect to this college.

There was no fund to provide TA/DA or refreshment to the participants. Faculties who acted as resource person were not given any remuneration or refreshment.

In the second year of this assistance programme in Physics, the college intends to have the same teacher participants who attended the same in the previous years on Class XI curriculum to make a group of school teachers who will be expert and able to conduct such programme to teach their colleagues of other schools. But the participants were mostly new comers.

The faculties of the science departments acted as resource persons, the laboratories of this college were used, but sometimes low cost designs of the practical courses (to make feasible to take the class at the school with low infrastructure) were made.

In future to hold such types of programmes some funding is essential from UGC or any other agencies.

7. **Notes (Optional)**
Contact Details
Name of the Principal/TIC: Prof. Sujata Bandyopadhayay
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