



Yearly Status Report - 2017-2018

Part A

Data of the Institution

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

Type of Institution	Co-education																								
Location	Rural																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	DR KRISHNA KUMAR MONDAL																								
Phone no/Alternate Phone no.	09474103701																								
Mobile no.	9474103701																								
Registered Email	principal.iqac.rmv@gmail.com																								
Alternate Email	kkmsshreya@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	https://rabindramahavidyalaya.ac.in/images/uploads/AQAR-2016-17(accepted).pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://rabindramahavidyalaya.ac.in/images/uploads/Academic%20Calendar%202017-2018.pdf																								
5. Accrediation Details																									
<table><tr><th rowspan="2">Cycle</th><th rowspan="2">Grade</th><th rowspan="2">CGPA</th><th rowspan="2">Year of Accrediation</th><th colspan="2">Validity</th></tr><tr><th>Period From</th><th>Period To</th></tr><tr><td>1</td><td>B</td><td>72 . 60</td><td>2006</td><td>21-May-2006</td><td>20-May-2011</td></tr><tr><td>2</td><td>B++</td><td>2 . 77</td><td>2017</td><td>22-Feb-2017</td><td>21-Feb-2022</td></tr></table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	72 . 60	2006	21-May-2006	20-May-2011	2	B++	2 . 77	2017	22-Feb-2017	21-Feb-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	72 . 60	2006	21-May-2006	20-May-2011																				
2	B++	2 . 77	2017	22-Feb-2017	21-Feb-2022																				
6. Date of Establishment of IQAC			18-Dec-2006																						
7. Internal Quality Assurance System																									
Quality initiatives by IQAC during the year for promoting quality culture																									
Item /Title of the quality initiative by IQAC			Date & Duration		Number of participants/ beneficiaries																				

Environmental awareness	14-Sep-2017 1	80
Plantation by NGO	26-Aug-2017 1	50
Relief to flood affected area	08-Aug-2017 1	35

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

The IQAC monitored the functioning of RUSA SubCommittee and prepared estimated costs for claiming from UGC after the NAAC Cycle 2 outcomes. In this regard, a thorough discussion and workings were done between IQAC, RUSA SubCommittee,

Civil Engineer and the Teacher in charge of the College to procure the RUSA grant amounting to Rs. 200,00,000/ (Crores) from UGC as per recommendations by from NAAC.

□ Depending on the new CBCS curriculum, the IQAC recommended the College authority to arrange for more Books and Furniture to facilitate the students. The new CBCS syllabus requires more new books for all the departments and new benches / desks and chairs to accommodate the students. In this context, the budget provisions were made and a total expenditure amounting to Rs. 1,79,171 / (One lakh seventy nine thousand one hundred and seventy one) were incurred for books, equipments and library furniture; an amount of Rs. 6,49,700 / (Six lakhs forty nine thousand and seven hundred) was incurred for purchasing furniture and electrical appliances; and Rs. 1,29,598 / (One lakh twenty nine thousand five hundred and ninety eight) was incurred for purchase of for lighting, fixtures, electric wares and allied.

□ The IQAC discussed with the Principal and Bursar to provide funds towards purchase of Laboratory Equipment for Science based subjects. Accordingly, the budget provisions were allotted towards Laboratory expenses amounting to Rs. 2,10,000 / (Two lakhs ten thousand only) for the academic session 2017-18. During this year the cost of acquisition of Laboratory equipments amounted to Rs.1,63,217 / (One lakh sixty three thousand two hundred and seventeen) and computer expenditure amounted to Rs.1,56, 550 / (One lakh fifty six thousand and five hundred and fifty only). The IQAC members requested the Teacher in charge to allot such funds continuously for the coming years as well so as to equip the students' facility to a maximum level of satisfaction.

□ Under the recommendations of the IQAC, several sub committees were newly formed in the college to keep proper vigilance on each and every activity meticulously. Accordingly, the Canteen Sub-Committee, Pension Sub-Committee, Campus Maintenance Sub-Committee, etc. were formed. The Placement Cell of the College organized a training, program for 39 college students to impart knowledge about competitive examination preparation. It was done in collaboration with an external professional institution.

□ The IQAC arranged a meeting, with Academic Sub-Committee and under a platform to meet the Teaching, non teaching staff and students to inform the regulations of CBCS curriculum as laid down by the University of Burdwan. The Women Cell organized a program for donating clothes and food packet to the children of Tarakeswar Block slum areas. Apart from the routine activities, the Nature Club organized a seminar on Bird watching' and the Library Sub Committee, Bengali department and 17 Sub-Committee arranged a seminar on Bengali voice typing.

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

Plan of Action	Achivements/Outcomes
Preparation and completion of AQAR 201617.	The AQAR was prepared and submitted for sanction by the Governing Body.
Organizing a meeting with all Teachers, Non teaching staff and students to impart the regulations of CBCS curriculum.	The meeting was held by IQAC and Academic Sub Committee on 10.7. 2017.

Convincing the College Authority to purchase the requisite books, Furniture, Electrical appliances and make provisions in the financial budget 201718.	Books, Furniture, Laboratory, Equipments, Computers and Electrical Appliances were purchased for improving Students facilities.
Under the aegis of the IQAC, the RUSA subcommittee formation and submission of Estimated costs and plans for RUSA Grant.	The RUSA SubCommittee was formed and the Plan and Estimates were submitted with due advice from a professional Civil Engineer.
Routine activities to be organized by Departments, Cells and Sub Committees during the Academic Session.	Departmental seminars, publications of Wall Magazine etc were performed. Several other activities such as Food and Clothes distribution to children of slum areas, Seminar on 'Bird Watching', 'Bengali Voice Typing', Plantation and Gardening activities were performed.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY OF RABINDRA MAHAVIDYALAYA	25-Feb-2023

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

22-Feb-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The Institution has partial Management Information System (MIS). The cash and accounts department of the college is fully automated with the adoption of CAMS MSS software. The MIS also helps to prepare the following: • Maintenance of cash book and bank accounts • Preparation of ledger accounts, Receipts and Payments Account, Income Expenditure Accounts and the Balance sheet of the Institution for each financial year. • Availing payment gateway for and cash and bank transactions. • The students' data pertaining to their academic

enlistment in the college with the necessary personal details are fully maintained with the above mentioned software. • All official correspondences are handled by a devoted Staff • The website of the college is maintained in a user friendly manner by external agency and yearly payment is made in for renewal. • The admission procedure is conducted by software on hire basis for few months during admission process and all admission of students is completed by the software. • The students' data are maintained by the help of MIS and information is sent to students via website, bulk SMS and WhatsApp group. • All incoming mails and outgoing mails are done through internet accessibility through WiFi connection.

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

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

Before mapping the year plan, the IQAC coordinator meets all the teachers in an open forum in order to keep track of the institutional stakes for a specific year so that the action plan is developed in a more broad based fashion. This year the University of Burdwan has introduced the Choice Based Credit System (CBCS) of course curriculum for all the arts, science and commerce streams at the Undergraduate level. So our institution has taken proper initiative to cater the new CBCS curriculum. Students under CBCS have been well informed about the CBCS academic curriculum. This year both the (1+1+1) pattern for second and third year students and semester (for first year students) pattern had been going on. Normally the institution develops and deploys action plans for effective implementation of the curriculum in the following way: 1. Through the year plan attached to the Prospectus distributed every year at the time of admission. 2. The Institution implements the curriculum set by its mother university that is the University of Burdwan in all its UG Courses. 3. Practical and demonstrative teaching is undertaken in the departmental laboratories. Excursions and educational visits are also conducted for the same purpose. Regular verbal assessment and periodic internal tests and one Annual Test examination for every year are conducted. 4. The class routine is programmed to accommodate the stipulated no. of lectures assigned in the university syllabus against every part/ component. 5. The annual events like Games and Sports, Annual Cultural Competition, Annual Social Function etc. are held regularly 6. Other than the conventional mode of teaching, Projectors/Monitors/Laptop etc are used by some departments to show PPTs. PDFs are prepared by the teachers. Tutorials are taken, demonstration of instrumental techniques, explanation through structural models, charts and diagrams are some of the other measures adopted by different departments from time to time to make additions to the conventional methods of chalk and talk teaching. For CBCS our institution is bound to follow the prescribed Internal Assessment (I.A.) process of The University of Burdwan. Two I.A. per semester was conducted and the I.A. was taken as Written Test, Home Assignment, Seminar Demonstrations, and Laboratory Demonstrations etc. Extempore, essay writing, participation in model presentations (by science and language and social science groups), seminars, special lectures by the experts (internal and external) from various fields, quizzes, wall magazines, field works and surveys, group based laboratory demonstrations, Practical Viva Classes are some of the other significant collaborative activities aimed at proper deliverance and transactions of the relevant

curriculum. Entire plan of the curricular delivery is documented with the resolution of the Academic Sub-Committee, and IQAC Cell.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	NIL	Nil	0	NIL	NIL

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	UG HONOURS AND GENERAL PROGRAMME	10/07/2017
BSc	UG HONOURS AND GENERAL PROGRAMME	10/07/2017
BCom	UG HONOURS AND GENERAL PROGRAMME	10/07/2017

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 - Curriculum Enrichment

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

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

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	29
BSc	Zoology	43
BSc	Botany	59

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

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

Feedback Obtained

Feedbacks are taken and analyzed to monitor and evaluate quality of teaching learning process every year. The results of internal examinations and attendance of students give signal about the standard of teaching learning process. Yearly self appraisal reports of teachers, facing promotion under CAS, are checked by the IQAC. The student feedback system is used to evaluate the teachers as a kind of self-reflective process. All the departments distributed the feedback form (as per the notification by the college authority) to the students in a prescribed format, where as many as students participated in it was organized by a subcommittee consisting of teachers and non-teaching staff. After analyzing their feedback, from the response of the students it was noticed that a few students were not regular at their respective classes and hence could not provide appropriate analytical remarks regarding teaching learning process and their experience gained. On the other hand, though sometimes due to shortage of teachers, classes were hampered but under such circumstances institution arranges some special classes to complete the syllabus and compensate for the shortfall. Though the library has got sufficient number of collection of reference and text books etc. but often service to the CBCS students were reported to be affected due to deficit in library staff. Most of the students have suggested for more facilities like "Xerox Centre" for students, improved and cheap "Canteen Facilities", lending more number of text and reference books from the library, neat and clean play ground and campus, Safe and cold drinking water facility, clean toilets etc. Organizing more number of Career Counseling Programmes were demanded in the feedback for motivating the students for their increased attendance. This year CBCS curriculum have been introduced, therefore high demand for a large numbers of new text books for various subjects and new laboratory apparatus and instruments have been found in the feedback received from the students. Similarly feedback for enhancement of the infrastructure to cope with the CBCS has also been received. All the feedback received by the institution was analyzed by the Sub-Committee and a report generated for necessary steps to be taken by the college authority and the same was forwarded to the IQAC convener for utilization in make further planning for the overall development of the institution.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BA	Hons +Gen	1476	5052	1132
BCom	Hons +Gen	248	132	29
BSc	Hons. + Gen.	503	1655	219

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2663	0	36	0	0

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
36	10	25	2	0	6

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

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

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

Mentoring of students is quite helpful for them. A few departments regularly conduct the mentoring and counseling of the students for Higher Education and Career planning. Based on their performance academic counseling is conducted sometime in presence of parents (through parent teacher meeting (PTM)) also to motivate the students in their study and also to motivate for attending the classes such that the student score well in their upcoming University Examinations. Based on the performance of the students sometime special classes for those weak students only are conducted by the teachers to supplement their academic need. Practical Practice Classes along with Viva Voce question discussions for the Science (H) practical examinees of the University Examination are organized also in a routine manner to help them score good grades. These classes have helped them to perform well at the External Center of the Practical Examination during their Term completion Examination which are conducted by guidelines of the University. This year CBCS curriculum have been introduced, therefore high demand for a large numbers of new text books and new laboratory apparatus and instruments for various subjects have been found among the students. Mentoring for the students by the teachers in this regard was very much essential. Teachers helped them to manage with the old books available in the college library till the newly recommended books arrived in the library. Similarly teachers helped the students to manage with the old apparatus and instruments till the new set-up arrived. Our Institution has a Women's Cell to counsel and redress various issues related to the girl students and Women Staff also. Every year it celebrates the International Women's Day on 8th March. Normally it organizes a seminar on current topic related to different issues of Women's by Internal and External resource persons. Women's Cell also arranges for competitions on Charts, Posters Presentation by the Girl students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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2663	36	1:74
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2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
47	36	11	1	15

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

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

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONS AND GEN	PART-3	24/04/2018	17/07/2018
BSc	Hons and Gen	PART-3	24/04/2018	17/07/2018
BCom	Hons and Gen	PART-3	24/04/2018	17/07/2018

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

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

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

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

2.6 - Student Performance and Learning Outcomes

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

https://rabindramahavidyalaya.ac.in/naac/dvv/1684914108_Course%20Outcomes%20&%20Programme%20Outcomes%202017-2018%20Compressed.pdf

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	HONS	300	284	94.66
UG	BA	GEN	242	234	96.69
UG	BSc	HONS	121	106	87.60
UG	BSc	GEN	12	12	100
UG	BCom	HONS	9	9	100
UG	BCom	GEN	2	2	100

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2.7 - Student Satisfaction Survey

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

https://rabindramahavidyalaya.ac.in/images/uploads/SSS_2017-18.pdf

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
1. Financial Awareness Program by Jana Consultancy for providing financial literacy and independence	Department of Commerce	22/08/2017
2. PRAJNAN 2018 by supreme Knowledge Foundation Group of Institutions (Job Fair and Quiz Program)	Students Placement and Counseling cell	13/12/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL

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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable	0

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Botany, Chemistry, Commerce, Economics, English, Geography, Microbiology, Mathematics, Philosophy, Physical Education, Zoology, Library Science	45	Nil
International	Botany, Chemistry, Microbiology and Mathematics	6	3.29

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department						Number of Publication	
Botany, Bengali, Commerce, English, History, Philosophy, Sanskrit, Library Science						13	
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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index							
Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation	
Details attached in file	Details attached in file	Details attached in file	Nil	Nil	Rabindra Mahavidyalaya, Champadanga, Hooghly	Nil	
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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)							
Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication	
Not computed	Not computed	Not computed	Nil	0	0	NA	
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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :							
Number of Faculty			International		National	State	Local
Attended/Seminars/Workshops			1		0	6	2
Presented papers			5		8	4	0
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3.4 - Extension Activities							
3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year							
Title of the activities		Organising unit/agency/ collaborating agency		Number of teachers participated in such activities		Number of students participated in such activities	
College campus cleaning Programme on 24th April, 2014		NSS		3		150	
Look after the sapling planted surrounding the college on 25.04.2018		NSS		3		150	

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

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

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3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Intellectual research Collaboration	4	No financial support	365
Collaborative activity for faculty exchange (Lecture series)	1	Individualistic financial support as per institution norms	2
Collaborative activity for faculty exchange (Lecture-cum-seminars)	1	Individualistic financial support as per institution norms	45
Collaborative activity for faculty exchange (Faculty exchange)	1	Individualistic financial support as per their job contract	365

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	Secondary data and map collection	Geological Survey of India, Kolkata, contact no. 033-2252 1779	01/07/2017	30/06/2018	Department of Geography
Academic	Visit	Zoological Survey of India, Gopalpur, Orissa, contact no. 06802243995	01/07/2017	30/06/2018	Department of Zoology

Academic	Visit	Historical visit of Baidyapur, Baichi, in East Burdwan	Nil	Nil	Department of History
Industry linkage - on-the-job-training	Coin exhibition	Mini Museum, Tarakeswar (Shi Sudhir Sarkar)	Nil	Nil	Department. of History

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

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

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
24.1	13.8

4.1.2 - Details of augmentation in infrastructure facilities during the year

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

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4.2 - Library as a Learning Resource

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

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

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21376	4418956	602	197543	21978	4616499
Reference Books	6027	1838870	109	36549	6136	1875419

Journals	17	20000	0	10855	17	30855
CD & Video	49	0	0	0	49	0
Library Automation	0	112000	0	0	0	112000
Others (specify)	1	5725	0	5750	1	11475
Others (specify)	1	11000	0	8500	1	19500

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil

[View File](#)

4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	51	2	40	7	0	8	34	64	0
Added	3	3	0	0	0	0	0	0	0
Total	54	5	40	7	0	8	34	64	0

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

64 MBPS/ GBPS

4.3.3 - Facility for e-content

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

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
9.41	8.76	8.22	7.14

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

Laboratory: Prior to the commencement of the financial year the IQAC coordinator of the college collects the requisitions of all laboratory based departments for the coming academic session 2017-18. According to the availability of total funds, the departmental heads of the science streams meet to apportion the funds amongst their departments according to their priority and requirements, finally, the amount of funds are allocated to respective departments and laboratories, and latter, it is recommended by the finance committee and accordingly, the same is sanctioned by the governing body. **Library:** The Policy of the College authority is to enrich the Central Library of the college with new books as per the New CBCS curriculum. The College authority also desires to create a digital-based book lending and accepting technology and to maintain the existing books by proper maintenance and upkeep. Accordingly, the Library sub-committee and Finance sub-committee work together to build up a well equipped library facility for its stakeholders. The budget allocations are made towards entry of all books in the computer system, books are purchased, computers and printers are provided and cleaning, dusting and disinfecting process are carried out during the year. **Sports Complex:** The IQAC of the College is making provisions in the financial budget through the Bursar and Finance Committee for proper maintenance and upkeep of the play-grounds and sports and gymnasium equipments throughout the academic session. Routine activities such as college sports, inter-departments football and cricket tournaments, College sports, badminton championship and participation in Inter College and District Level athletics meet are organized regularly. During the session 2017-18, an amount of Rs. 62320/- has been spent for the development of games and sports. **Computers:** The College authority is aware about equipping each and every department, cell, library and laboratories with adequate number of computers and laptops. The departments, which are solely allotted with classrooms and staff rooms and departmental library and laboratory, they are provided with computer sets along with proper arrangements of furniture and fixtures. In each year, budget allocations are made for purchase of computers, printer, ancillary, furniture and fixtures for the departments on a need basis. The humanities departments are provided with laptops as they do not have any fixed departmental space in the College. In the academic session 2017-2018, a budget provision was made for Rs. 1, 50, 000/- and the actual expenditure amounted to Rs. 2,51,614/- towards computers purchase, maintenance and internet facility. **Class Rooms:** The classrooms are not sufficient in numbers as per requirements under CBCS curriculum. The IQAC, Teacher-in-charge and Bursar tried to increase the number of classrooms by installing ply-board partitions so as to accommodate the students. In this context, the College authority is making best efforts to increase the number of classrooms by completing and making necessary shifting of the Principals chamber, administrative office and Teachers room, and the work of such shifting is in progress. For this reason, budget provisions are made on a year-on-year basis to complete the construction and put it for use.

[https://rabindramahavidyalaya.ac.in/images/uploads/4.4.2_2017-2018%20\(1\).pdf](https://rabindramahavidyalaya.ac.in/images/uploads/4.4.2_2017-2018%20(1).pdf)

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	National Scholarship Portal, Kanyashree, SVMCM	800	16007000
b) International	NIL	0	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
File attached	Nil	0	File attached

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	NIL	0	0	0	0

[View File](#)

5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	10

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	33	UG	File attached	File attached	File attached

[View File](#)

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

Items	Number of students selected/ qualifying					
SET	1					
View File						
5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year						
Activity			Level		Number of Participants	
Football			Inter-University		5	
Saraswati Puja, Nabin Baran, Rabindra Jayanti, Freshers welcome,			College		500	
View File						
5.3 - Student Participation and Activities						
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	National	Nil	Nil	NIL	NIL
View File						
5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>Rabindra Mahavidyalaya facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities throughout the year. The West Bengal Universities and Colleges Rules, 2017, is issued by the Department of Higher Education which governs the Compositions, Functions, Procedure for Elections to Students' Council etc. The rule says that, the Students Council of colleges and universities shall not use any banner or emblem of any political party in any manner during election or campaigning. The Students' representative in Governing Body of Rabindra Mahavidyalaya of this session was Mr. Munsir Imran. The college social was organised on 21.12.17. Our football team acquired 3rd position in the Inter-university level. The notable players were Sujit Mridha, Amit Das, Bijoy Das, Achinta Ghosh Supriya Pandit etc. In this session students participated enthusiastically in the college events like Rabindra Jayanti and Saraswati Puja and the fresher's welcome. The college social was a gala show where dance groups and band music were performed much to the liking of the young people. The NSS unit of our college played an active role i.e. college campus cleaning programme. They also participated in 'look after the saplings' initiative which were planted in and around the surroundings of the college on 24.04.2018 and 25.04.2018 respectively with the help of 150 students monitored by 03 teachers in each event. The entire plantation program was conducted by joint collaboration of NCC, NSS and Nature Club of our College.</p>						
5.4 - Alumni Engagement						
5.4.1 - Whether the institution has registered Alumni Association?						
No						

5.4.2 - No. of enrolled Alumni:	
16	
5.4.3 - Alumni contribution during the year (in Rupees) :	
0	
5.4.4 - Meetings/activities organized by Alumni Association :	
Alumni Meet organised by the Department. of Chemistry	
CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)	
<p>Books and other library facilities are availed by the teachers, students and non-teaching staffs in the central library of the college. The authority observed that the students, the main stake-holders in this regard, often face difficulty in borrowing of books due adequate number of staff, tight CBCS class-routine, and lack of proper information for lending and borrowing, and inadequate distribution of books etc. Moreover students are allowed to retain books for longer periods. The HODs along with the teachers in general came up with a novel plan for setting up of departmental libraries with their specimen books for the departments' teachers and staffs exclusively and students borrowing from these specific libraries remain answerable directly to their teachers and non teaching staffs. These departmental libraries have appeared immensely beneficial. This system of distribution and lending gets further augmented when some relevant text and reference books are procured by the respective departments from the central library to facilitate the students further. Any specific need now gets quickly addressed, and the teachers and non-teaching staffs start taking part in the daily business of library and its transactions in a true academic spirit by catering to the basic needs of the students and that also outside the typical ambit and scope of a conventional college library. On another front, the event of retirement and pension of full time staff came for consideration. The secretary of the Teachers Council comes forward with the suggestion of forming a Pensions Sub- committee which would exclusively look after the employees' issues pertaining to retirement and pension. Since paucity of Non-Teaching Staff in the office has been remaining as a bane for quite some time, the IQAC Coordinator rightly takes it up as an area that is need of timely intervention and proper management. The Chair also accepts the idea and a Sub-committee is set up comprising a good number of teachers including the Bursar and a handful of Non teaching staff to hasten up the process of Pension Papers to be readied and submitted to the Department of Higher Education for speedy deliverance of monthly pension that becomes so vital in the post retirement stage of a college employee. In no time, the said Sub-committee is proved to be and efficacious one and while formerly, the pension papers and retirement issued have remained to be an exclusive office job to be handled by the Non-teaching staff including the Head Clerk, it becomes one of shared responsibility among teachers and their non teaching staff including the Head Clerk, it becomes one of shared responsibility among teachers and their Non teaching counterparts. Many among the teachers get an exposure of office job while shouldering the onus a greater bonhomie is generated among the teaching and non teaching staff and collective responsibility is increased. So, decentralization is made on one hand while it ensured at the same time greater participation of staff down the line as a planned and intended move towards participative management by the authority.</p>	

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

Yes

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum Development: As this College is affiliated to the University of Burdwan so the curriculum is designed by the affiliating body which are implemented by the College. So curriculum development program can not be undertaken by the College. But several faculty members are members of the Board of Studies of the University where they participate during development of the UG course.
Teaching and Learning	The syllabus module is issued to the departmental Teachers at the beginning of the session by the Head of the Department and the classes are held strictly accessing to the routine placed by the Routine sub-committee before the inception of the each semester's classes. Usually, the internal assessment procedure gets completed during the period as scheduled by the University. Mostly, the teachers under take the lectures depending on chalk and talk method. Several teachers use the facility of laptops and personal tablets to explain the topics. Some departments use the projector to provide and/or impart lectures. Departmental seminars, wall magazines, quiz, class-tests etc. are arranged by most of the departments on a regular basis and every year budget allocations are provided for incurring the relevant expenses. Several departments also arrange lectures by external teachers so as to make the subject interesting for the students.
Examination and Evaluation	The introduction of CBCS curriculum resulted in much stress towards completion of the syllabus within a short duration and consequently no Test Examinations are held as previous years. Only class tests and internal assessments are held in every department as per schedule dates instructed by the University. The Internal assessments are based on written examinations and assignments and the answer scripts are evaluated by the department teachers and marks are uploaded in due time. The final examination of each alternate semester is held in the College as per the given schedule of the University and the Teaching and non-teaching staff get involved in the examination duties. The answers scripts are submitted to the University where from these are redistributed to the teachers for evaluations and submission of marks scored by the Students.
Research and Development	A Research and Development sub-committee is formed by the College authority to accelerate academic researchers in the College. Due to lack of Infra-Structural facilities in our UG College, such activities are underperformed. The college authority facilitates the Teachers undergoing research and post doctoral research works. The UGC granted MRPs are undertaken by many teachers. Apart from these, the College authority grants permission and leave for attending Orientation programs, Refresher courses and for participating Seminars and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	Proper care is given towards providing improved facilities and services by the Central Library of the College. The fees collected from the existing students as Library fees as library frees are purely used for Library development activities, like Purchase books (reference and text books), subscription to British Council Library (BSL) and Infilbnet, subscription for several journals, news bulletins, the RBI Bulletins, Employment news and daily news papers in order to keep the Teachers and students

updates with information. Funds are also used for acquisition of computers, printers and photocopier machines. Remuneration is also paid to external professionals for uploading the data-base of newly purchased books in the library software used in the library computers. Proper maintenance and upkeep of the books are undertaken by disinfecting, cleaning and dusting, especially during the holidays. In the present academic session, Library Books and allied have been purchased worth Rs. 2,91,171/-. In our College, there is a single ICT enabled classroom which has been developed by the Colleges own resources and a virtual class room has been set up in the last academic session by a total grant of Rs. 3,00,000/- from the west Bengal State Government. In respect of instrumentation, the Laboratory instruments are purchased to equipped all the laboratory departments by providing funds from each years budget allocations during this session the laboratory expenditure amounted to Rs. 1,63,217/-.

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

E-governance area	Details
Planning and Development	<p>□ The college has a dedicated and freely accessible website which is prime example of an educational website that puts the user first. □ On the website, the visitors can get a feel of the college campus, explore educational opportunities, and learn about the college history including activities of the college. □ All the contents on the website are timely updated with regards to online admission processes, latest news and events including plantation programs etc. □ The following modules are employed through CAMS and Skill Hut for field and academic planning: Students data, Fees collection, Library, Salary payment, Income tax deduction at source/ □ All in house data are stored in an internal file server for which a back up server is also provided.</p>
Administration	<p>□ The cash and Accounts (including Bank transactions) are automated through individual software. □ All office equipments like desktops, laptops, and servers are licensed with original licenses and are protected by updated Antivirus System. □ One staff is devoted to handle all front desk activities including visitors management, receive and send posts and managing call logs. □ For centralized monitoring, CCTV cameras are used.</p>
Finance and Accounts	<p>□ All the activities related to fees are automated and online via CAMS-MSS software. □ For catering the requirements of Accounts and Finance, CAMS software is in use and updated to the latest version. □ All online payments are governed by means of payment gateway for modes like NEFT.</p>
Student Admission and Support	<p>□ After declaration of higher secondary (Class XII) results the college authority jointly with the members of admission sub-committee frames the admission procedure for the first year. □ Initially a notice for admission is published in the college notice board and on the college website. □ The potential students fulfilling the admission criteria are allowed to fill up the admission form made available to them online. □ After filling up of the forms by the students, the Admissions sub-committee prepares a provisional merit list purely on merit basis and the same are published in the college notice board in offline mode and also on the college website. □ The first merit list is published depending upon the intake capacity of the respective departments. Students of the first merit list are allowed to take admission in the college by payment of requisite fees in the bank account on online mode. The process continues from publication of first merit list until the intake capacity is fully utilized.</p>
Examination	<p>□ During the examination, the examination-related notices are circulated to the students using the college website as well as in printed forms. Fees collection and monetary transaction with the students</p>

and the University are also done by using the E-governance facilities available in the college.

6.3 - Faculty Empowerment Strategies

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

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

[View File](#)

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

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

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Attached as a file	5	Nill	Nill	Nill

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	3	0	0

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Medical Services: The institution has one Health Center run by one of its non-teaching Casual staff Mr. Dinabandhu Singha Roy, who is paid some honorarium from the college fund separately for providing timely homeopathic medical services to all teaching and non-teaching	Medical Services: The institution has one Health Center run by one of its non-teaching Casual staff Mr. Dinabandhu Singha Roy, who is paid some honorarium from the college fund separately for providing timely homeopathic medical services to all teaching and non-teaching staffs along with the students at times of urgent needs. Puja Advances:The institution keeps a	Medical Services: The institution has one Health Center run by one of its non-teaching Casual staff Mr. Dinabandhu Singha Roy, who is

staffs along with the students at times of urgent 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. General Life Insurance (GLI): The institution allows its members to enlist their names in the General Life Insurance (GLI) scheme at a nominal amount deductible monthly a source. It helps to cover their life if not fully but tries to address the need at the institution level.

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. General Life Insurance (GLI): The institution allows its members to enlist their names in the General Life Insurance (GLI) scheme at a nominal amount deductible monthly a source. It helps to cover their life if not fully but tries to address the need at the institution level.

paid some honorarium from the college fund separately for providing timely homeopathic medical services to all teaching and non-teaching staffs along with the students at times of urgent needs.

6.4 - Financial Management and Resource Mobilization

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

The internal checks of the institution for the F.Y. 2017-18 is done by the Bursar of the College (Prof. Tanmay Kumar Bandyopadhyay). The external financial audit of F.Y. 2017-18 was done by the audit firm M/S G. Anju Kran Associates, Chartered Accountants, Bhubaneswar, Apartment Block-D, Flat No. - 201, 36, Palm Avenue, Kolkata-700019. The audit report includes auditors' notes on the Management's Responsibility, Auditors' Responsibility, the Opinions in general satisfaction of record keeping. In its observations, the report includes detailed reports on Cash Bank accounts maintained by the institution along with reports on Fixed Assets, Provident Fund, Tuition Fees, Loans Advances, and Stock Register. The detailed audit reports include the Balance Sheet as of 31.03.2018, the Income Expenditure for the year ended 31.03.2018, the Receipts Payments Account for the F.Y. 2017-18, and the Schedule of Capital Fund as well. As annexed as part of the Balance Sheet/Income Expenditure Account for the year ended 31.03.2018, the Audit Report includes the Schedule of Other Funds, the Schedule of Other Funds, Schedule of other Liability Provision, the Schedule of Provident Fund, the Schedule of Grants, the Schedule of Amount Recoverable, the Schedule of Fixed Assets, the Schedule of Security Deposits with WBBES, the Schedule of Cash Bank Balances, and the Statement of Provident Fund as well.

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

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

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6.4.3 - Total corpus fund generated				
0				
6.5 - Internal Quality Assurance System				
6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	By the Academic Sub-Committee of the institution in collaboration and guidance of IQAC
Administrative	Yes	Anju Kiran Associates Chartered Accountants, FRN: 326587E	No	Nill
6.5.2 - Activities and support from the Parent - Teacher Association (at least three)				
Parents as part of the institutions important stakeholders provide their moral support in enhancing the teaching-learning process when the parent teachers meets are organized by the individual departments.				
6.5.3 - Development programmes for support staff (at least three)				
NIL				
6.5.4 - Post Accreditation initiative(s) (mention at least three)				
<p>1. Implementing new methods and improvising appropriate infrastructural addition for smooth running of CBCS and Old syllabus simultaneously. 2. Promoting developmental programs for the Academic excellence of teachers and students. In 2017-18, the vacant post of teachers were almost filled up by the state government through the West Bengal College Service Commission. 3. Post graduate courses in Commerce and Botany be offered: To achieve this, the College needs more classrooms and buildings. The lack of funds causes a hindrance to developing the infrastructure and stepping forward to start such PG Courses. 4. Our College needs funding for its development. Steps were taken for submission of estimated costs and roadmap for development of the College to the RUSA with the consultation of a Civil Engineer and the same has been submitted in time. The RUSA grant of Rs. 2 Crores after the NAAC cycle-2 is pending and the College decided to implement the recommendations of the NAAC Peer Team (Cycle-2) because majority of the developments require financial support especially to build up the infrastructural facilities for the college. The developments which are achieved for the NAAC recommendation compliance are totally from the income generated by the college itself. Taking appropriate measures for upgrading administrative infrastructure and excellence. 5. Possibility of introducing more job oriented and add-on courses taking into account the social needs was explored through establishment of a Placement Cell. It had undertaken many activities such as organising placement oriented seminars and workshops for training on competitive examinations after completing the graduation, Organising workshops for soft-skill development Organising workshops for computer skill development, Facilitating on the job training of students, Engaging the students in College Library (book) entry and barcode entry. However, the outcomes of such courses are that the selected candidates avoided joining in the private sectors and they switch on for their higher education.</p>				
6.5.5 - Internal Quality Assurance System Details				
a) Submission of Data for AISHE portal				Yes

b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Environmental Awareness	14/09/2017	14/09/2017	14/09/2017	80
2017	Plantation by NGO	26/08/2017	26/08/2017	26/08/2017	50
2017	Relief to Flood affected Area	11/08/2017	11/08/2017	11/08/2017	35

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens Day Celebration	08/03/2018	08/03/2018	55	12
Wall Magazine 'ADWITIYA' published	08/03/2018	08/03/2018	55	12

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

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

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	0

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	11/08/2017	1	Relief to flood affected area	Food, clothing and sanitary pads were distributed among the people, especially women as relief to	35

						adjacent flood affected areas by Teachers Council and NSS	
2017	1	1	26/08/2017	1	Plantation by NGO	Plantation programme by NGO PRAANA at college campus, 200 trees were planted	50
2017	1	1	14/09/2017	1	Environmental awareness	To make students aware of the greenery of college campus and also to perceive the local biodiversity, seminar was conducted on History of Birdwatching in India by IQAC and Nature Club	80

[View File](#)

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

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

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of National Librarian Day	12/08/2017	12/08/2017	100
Observation of World Diabetes Day	14/11/2017	14/11/2017	120
Observation of World Aids Day	01/12/2017	01/12/2017	105
Womens Day celebrated as Sanitary Napkin Day	08/03/2018	08/03/2018	25
International language Day celebrated by the cultural subcommittee and IQAC	21/02/2018	21/02/2018	155
Rabindra Jayanti celebrated by cultural committee and IQAC	08/05/2018	08/05/2018	170
75th death anniversary of Rabindranath Tagore organised by NCC, IQAC	08/08/2017	08/08/2017	1080

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

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

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practice 1: Dealing with the cleaning of the campus and promoting health and hygiene within students and local areas
Objectives of the practice: A group of students along with the teaching and non-teaching staff members under Nature's Club, Individual departments and NSS units of College is formed to deal with the dropped litter within College campus and surrounding areas. **Principle objectives of the group:** 1. Responsiveness regarding preservation of our resources. 2. Preparing dust-bins in sufficient numbers by the students themselves to avoid littering. 3. To generate consciousness among students regarding the usage of plastic consumables. 4. To promote the awareness of depletion of ground water resource within the local areas. 5. Awareness programmes by students to promote health and hygiene. **Manifestation of the Practice:** Several programmes were organized from time to time to clean the College campus, nearby areas by the students. Slogans were prepared to promote 'No Plastic Zone' within College campus. Students prepared dustbins from used cartons collected from different departmental stores and promoted the concept of proper disposal of wastes generated within the College Campus. Another group of students prepared posters regarding the depletion of ground water resources and instigated the ideas of 'Saving Water' within the common people. 'Dengue awareness programme' was organized by students under the supervision of teachers to promote mindful thinking for prevention and early recovery from Dengue. Apart from this, students along with teachers also distributed the clothes to the needy people, which also promoted their kind gesture towards humanity and inculcate civic and social concern among students. **Outcome of the practices:** • Huge interest was noted among students to create a cleaner, safer, more hygienic environment and enhanced operational efficiency while reducing management costs and resource. • Students showed keen interest with kind approach towards helping needy people and wanted such type of programme more in future.

Practice 2_2017-18
Title of the practice: Women empowerment
Goal: The major aims of the practice followed by the institution are- 1. Standing in the era of human rights movement with the ambition to develop a better civil society the need for women empowerment is getting realised more than ever. 2. Encouraging adequate respect and support for human rights and non-discrimination and in consequence treating men and women equally at workplaces. 3. Making sure that all men and women workers are provided with equal facilities in furnace of their overall welfare and safety at work places. 4. Educating women according to the professional requirement and encourage them to grow further in life. 5. Encouraging women to develop entrepreneurial skill which in turn would make them self-dependent. 6. Advocating the promotion of gender equality within a community. 7. Proper measurement and letting people know of the achievement of gender equality. **Context:** It is admitted that improving the status of women in the male dominated society may solve several problems, such as meeting the basic needs of family, overall social advancement and adding quality resource that may bridge the gap between dimension of socio-cultural existence. In a progressive social construction women empowerment has been provided with special importance as the subtle method of gender discrimination as existing within the layers of social existence. It has also been provided with special importance that the process of women empowerment can be initiated properly if advocate importance is given to Women's Health. Not the least, financial inclusion is very much required for women empowerment as it brings major benefits to individuals and economies. **The practice:** The major practices that the institution followed are-a. Seminar lectures were arranged by the women cell of our college and eminent speakers both male and female were invited who delivered valuable knowledge and thoughts

inculcating in the minds of teachers students and others. b. Complaints regarding poor sanitation in toilets and bathrooms used by the women in the college are carefully undertaken by the women cell and redressed. c. A separate girl's common room has been set up with a lady attendant to help girl students and women staff of the college during any health-related problems d. The lady teachers and convener of the women cell always makes aware the girls students what 'to do' and 'not to do' during adolescence period. The women cell goes on counselling the girls student regarding their health related problems e. The Health Care Unit of the college keeps over the womens discomfort and medicine facilities are provided when required. f. Separate sets of clothes are kept in the women cell to facilitate the girls students and women employees when required g. The girl students and women employees are provided with sanitary napkins whenever necessary h. The girls toilet, bathrooms and common room are properly clean every day for maintaining good health of the girl students and women employees i. The women cell observes the Womens Day on every 8th day of March and arrange seminar lectures for the students and women employees j. Various placards and flex are used inside the college premises to respect the women Evidence of success: a. A good number of girls student are coming to the college from far and near localities which shows that the women are getting proper respect in our college b. There is no complaint to the higher authority till date regarding eve-teasing and embarrassing working situation in the college premises c. The girls are frequently using common room and there is no complain about unhygienic condition of toilets and washrooms Problems encountered and resource required: The need of the day is more girls toilet and washrooms within the college premises. Due to insufficient financial resource the inadequate infrastructure facility cannot be improved by college authority

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

https://rabindramahavidyalaya.ac.in/images/uploads/best%20practice%20Final_2017-18.pdf.pdf

7.3 - Institutional Distinctiveness

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

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

fortification of the embankment, Shaal logs and wooden frames have been used as part of the 100 Days Work Project to save the banks from usual erosion. As an institutional component of the global ambit of Eco-Feminism, we have a Women Cell to look after the various institutional and workplace needs of our girl students and women teachers and staff. Seminars and discussions are regularly held. The predominant social discourse and practices often naturalise various pockets of repression and exploitation. So we try to merge the ecological and feminine issues that often have a common basis and goal by upholding the centrality of the Mother Spirit as a nurturer and sustainer of life as a whole.

Provide the weblink of the institution

https://rabindramahavidyalaya.ac.in/images/uploads/7.3.%20Institutional%20Distinctiveness_3.pdf

8.Future Plans of Actions for Next Academic Year

Future Plan of Session 2017-2018 • Selection of best practices of the College for the coming session. • Dealing with the cleaning of the campus and promoting health and hygiene among students and local community. • Women empowerment initiatives such as organizing seminars, talks and arranging programs for gender equity. • Routine works to be performed by the Departments, Sub-Committees and Cells of the College and timely submission of reports. Such as: □ Preparation of modular syllabus by each department for the teachers before commencement of the classes. Maintaining a balanced routinal distribution for conducting classes of Semester students as well as of students taking classes as per old syllabi of III structure. □ Organizing departmental seminars, quiz-contests, lecture deliberations by students on syllabus -oriented topics □ Conducting Unit tests for Part-I, II III Honours students, □ Conducting Educational excursions □ Publication of departmental wall-magazines □ Plantation programme and seminars to be organized by Natures' Club □ Students counselling by the respective departmental teachers □ Classes to be taken by Teachers of neighbouring Colleges as a part of faculty exchange program □ Placement Cell's to organize programs for soft-skill development and placement. □ Award giving program to be organized by Award giving Cell. □ Observing Rabindranath Tagore's birthday, Ishwar Chandra Vidyasagar's birthday, Teachers' Day, World Science Day, etc., to be organized by the Cultural sub-committee. □ These programs are to be organized by the departments, cells and sub-committees at their convenient time during the session and the report to be placed before the IQAC. • Recommending the College authority to publish College Prospectus 2018-19 in due time via Publishing sub-committee. • Organizing regular meeting with IQAC and Academic Sub-Committee for implementing and improvising new methods and techniques for facilitating the smooth running of CBCS curriculum in combination with old syllabus. • Recommending the College authority for introduction of short-term Certificate courses.