Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**RABINDRA MAHAVIDYALAYA**
Name of the head of the Institution	**SUJATA BANDYOPADHYAY**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03212255104**
Mobile no.	**9830348011**
Registered Email	**principal.iqac.rmv@gmail.com**
Alternate Email	**kkmshreya@gmail.com**
Address	**CHAMPADANGA**
City/Town	**HOOGHLY**
State/UT	**West Bengal**
Pincode	**712401**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**TANMAY BANDYOPADHYAY**
Phone no/Alternate Phone no.	**09474103701**
Mobile no.	**9474103701**
Registered Email	**principal.iqac.rmv@gmail.com**
Alternate Email	**kkmshreya@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://rabindramahavidyalaya.ac.in/aqar.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://rabindramahavidyalaya.ac.in/images/uploads/Academic%20Calendar%202016-17_(All).pdf

5. Accrediation Details

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
Seminar on Women	**08-Mar-2017**	**200**

Empowerment	1	
Developing Students' Awareness about Consumers' Protection	02-May-2017 1	60

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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	2017 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 :	**6**
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)

? Preparation of AQAR 2015-2016 and completion of SSR and due submission to NAAC for ensuring visit of NAAC peer team visit in 2016-2017 for second cycle.

? Setting two best practices of the college for 20162017 viz. a) Women Empowerment b) Awareness for Consumer protection and monitoring the activities of the college in alignment with the best practices.

? Preparing the Plan of Action prior to the academic session of 2016-2017 and directing the college activities to achieve the planned objectives at the end of the session.

? The IQAC plans the routine activities of the college to be performed throughout the academic session in support of the financial budget back-up so that the routine activities become a culture of the college in the long run. Activities such as Programs of Women's Cell and Nature's Club, Programs of Cultural sub-committee, Seminars, and workshops organized by Library, Information Technology sub-Committees, Observation and celebration of Special Days like Women's Day, Science Day, Rabindra Jayanti, Independence and Republic Day etc all are planned by the IQAC of the college.

? Apart from the regular activities, the IQAC also acts accordingly to channelize the specific functions that aim to infrastructural development, developments related to IT etc all of which cater to the development of students and staff.

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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
File attached	File attached
[View Uploaded File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	17-Dec-2019

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	2017

Date of Submission	06-Apr-2017

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	College Administration Management Software (CAMS), one of the user friendly integrated applications is used to carry out activities specifically related to the administrative domain viz. Online

Admission and Fees collections etc. Its updated extension ERP named eCOLLEGE is a cloudbased integrated and continuously updated database management software facilitating on one hand the academic part like online class, study materials storage, assignments submission, online examination, faculty profile, sending SMS to students and on the other hand the administrative activities like payment gateway, accounts, asset register, audit etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Before mapping the year plan, the IQAC coordinator of this institution meets all the teachers in an open forum in order to keep track of the institutional stakes (entire academic load) for a specific year so that the action plan is developed in a more broad based fashion. The institution develops and deploys action plans for effective implementation of the entire curriculum in the following way: 1.Through the year plan attached to the Prospectus distributed to the students every year at the time of admission. 2. The Institution implements the curricula set by its mother university - the University of Burdwan in all its UG Courses. The HODs of respective Departments prepared a module syllabus and submitted to the Academic-Sub-Committee. 3. Practical and demonstrative teaching undertaken in departmental laboratories and through excursions and educational visits. Regular verbal assessment and periodic internal tests and one Annual Test examination for every year are conducted. 4. The class routine is programmed effectively to accommodate the stipulated numbers 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 regularly held every year. 6. Other than the conventional mode of teaching, projectors/Desktop Monitor/Laptop are used by some of the departments to show PPTs and PDFs prepared by the teachers. Tutorials, instrumental techniques, structural models, charts and diagrams are some of the other measures adopted by different departments from time to time. Extempore, essay writing, participation in mock parliament (by the Department of Political Science), model presentations(by science and language 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 for University Examinees 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 employ ability/entreprene urship	Skill Development

Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill

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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
Nill	NA	Nill

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	Nill	Nill

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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	24
BSc	Zoology	59
BSc	Botany	67

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Nill
Parents	Nill

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 analysed to monitor and evaluate quality of teaching learning process every year. The results of internal examinations and attendance of students give signal about the teaching learning process standard. Yearly self appraisal reports of teachers, facing promotion under CAS, are checked by the IQAC. The student feedback system is used to evaluate

the teachers as a kind of self-reflective process. All the departments distributed the feedback form (as per the notification by the college authority) to the students in a prescribed format, where as many as students participated in it, it was organized by a sub-committee consisting of teachers and non-teaching staff. After analyzing their feedback, from the response of the students it has come to our notice that a few students are not regular at their respective classes. Though sometime due to lack of teachers, classes are hampered but Departments arrange some special classes to complete the syllabus. Though the library has got sufficient number of collection of reference and text books etc. but due to lack of technical personnel the overall services of the library are affected. 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 are demanded in the feedback for motivating the students for their increased attendance. All the feedback received by the institution was analyzed by the Sub-Committee and generated a report for necessary steps to be taken by the college authority and the same was forwarded to the IQAC convener for utilization in planning for the overall development of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons. + Gen.	1476	4815	1057
BCom	Hons. + Gen.	248	130	24
BSc	Hons. + Gen.	503	1469	288
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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
2016	3857	Nill	34	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
34	21	25	2	0	6
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring of students is quite helpful for them. A few departments regularly conduct the mentoring and counseling of the students for Higher Education and Career planning. Based on their performance academic counseling is conducted sometime in presence of parents (through parent teacher meeting(PTM)) also to motivate the students in their study and also to motivate for attending the classes such that student scores good in their 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 had been organized also in a routine manner to help them score good. These classes have helped them to perform well at the External Center of the Practical Examination. 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
3857	34	1:113

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	34	12	7	14

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
2016	Dr. Uday Kumar Khan	Assistant Professor	2016-17......IASc-INSA-NASI Summer Research Fellowship

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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/Gen	3rd year	28/04/2017	14/12/2017
BSc	Hons/Gen	3rd year	28/04/2017	14/12/2017
BCom	Hons/Gen	3rd year	28/04/2017	14/12/2017

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

The Institution implements the curricula set by its mother university - the University of Burdwan in all its UG Courses. Thus we are bound to follow the Evaluation Process of The University of Burdwan. At present we conduct sufficient number of class tests and one annual test examination for every

year. Based on their performance academic counseling is conducted sometime in presence of parents also to motivate the students in study and to attend the classes such that student scores good in the University Examinations. Based on the performance of the students sometime special class for those weak students only are conducted. Practice classes for the science practical classes are also organized.

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

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 at 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/1684866292_Course%20Outcomes%20&%20Programme%20Outcomes%202016-17.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	AH, AP	604	561	92.08
UG	BSc	SH, SP	167	137	82.03
UG	BCom	CH, CP	10	10	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/student_satisfaction_survey.php

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

Developing Students awareness about consumers protection	Commerce	02/05/2017

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	Nill	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	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, English	3	2.62
International	Botany, Chemistry, Physical Education	5	2.75

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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	2

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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
Exploring diverse conducting elements	Shelly Sinha	International Journal of Research on social	2016	Nill	Rabindra Mahavidyalaya, Champadanga, Hooghly,	1

with habit preference in some ac rocarpous and pleuro carpous mosses: A comparativ e anal		and Natural Sciences				Pin 712401	
Molecular phylogenom ic study and the role of exogenous spermidine in the metabolic adjustment of endogenous polyamine in two rice cultivars under salt stress	Jayita Saha, Kalyan Giri	Gene	2017	Nill	Rabindra Mahavidyal aya, Champ adanga, Hooghly, Pin 712405	23
Transcri ptomic dissection reveals wide spread dif ferential expression in chickpea during early time points of Fusarium o xysporum f . sp. cice ri Race 1 attack	Sumanti Gupta, Anirban Bhar, Moniya Cha tterjee, Amartya Ghosh, Sampa Das	PLoS One	2017	Nill	Rabindra Mahavidyal aya, Champ adanga, Hooghly, Pin 712405	27
Oxime Based Selective Fluorescen t Sensor for Arsenate Ion in a Greener Way with B io-Imaging	Malay Dolai, Rabiul Alam, Atul Katarkar, Keya Chaudhuri Mahammad Ali	Analytical Sciences	2016	Nill	Rabindra Mahavidyal aya, Champ adanga, Hooghly, Pin 712405	8

Title of the Paper	Name of the Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Applicatio n						
Understa nding the Difference in Photoph ysical Properties of Cyclome talated Ir idium(III) and Rhodiu m(III) Complexes by Detailed T ime- Dependent Density Functional Theory and Frontier Molecular Orbital Supports	Siddhartha Pal, Sucheta Joy, Hena Paul, Snehasis Banerjee, Abhishek Maji, Ennio Zangrando, and Pabitra Ch attopadhya y	The Journal of Physical Chemistry C	2017	Nill	Rabindra Mahavidyal aya, Champ adanga, Hooghly, Pin 712405	11
Redox Regulatory Networks in Response to Biotic Stress in Plants: A New Insight Through Ch ickpea?Fus arium Inte rplay (Book article) -Sumanti Gupta	Anirban Bhar, Sumanti Gupta, Moniya Cha tterjee, Sampa Das	Mechanism of Plant Hormone Signaling under Stress, first Edition, Volume 2	2017	Nill	Rabindra Mahavidyal aya, Champ adanga, Hooghly, Pin 712405	3

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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	NA	NA	Nill	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 | 0 | 0 | 5 | 0 |
| Presented papers | 2 | 8 | 1 | 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
NIL	NIL	0	0

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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 activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Intellectual research Collaboration	2	No financial support	365
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	01/07/2016	30/06/2017	Department of Geography

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

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

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
11.15	11.71

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	21347	4404514	29	14442	21376	4418956
Reference Books	6015	1827375	12	11495	6027	1838870
e-Books	0	0	0	0	0	0
Journals	17	20000	0	0	17	20000
e-Journals	0	0	0	0	0	0

CD & Video	48	0	1	0	49	0
Library Automation	0	0	0	112000	0	112000
Others(specify)	0	0	0	5725	0	5725
Others(specify)	0	0	0	11000	0	11000

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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	Nill

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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	35	7	0	8	34	64	0
Added	0	0	0	0	0	0	0	0	0
Total	51	2	35	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	Nill

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
11.46	11.62	5.39	8.34

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

Laboratory: The policy of the college authority is to request the laboratory based departmental heads to place the requisition for their respective laboratory to the Bursar prior to the financial year. The Laboratory

expenditure are broadly divided into two categories according to the nature of cost-capital expenditure for purchase of Equipments and assets which will last for more than one year and revenue expenditure called recurring expenses to run the experiments in the laboratories like chemicals, topo sheets etc. The Bursar allocates fund available for the financial year to all the laboratory based departments. The department HODs meets together and allocates the total available funds amongst each department depending on the priority needs. The financial requisition is submitted to the Bursar for incorporating the expenditure in the financial budget of the relevant year. Following the recommendations of Finance Committee the budgeted amount is placed before the Governing Body for approval which is then placed to the Purchase Committee who arranges for tenders and related procedures depending on the norms specified by the Government. The items are procured by the Principal's Office and dispatched to the respective departments after proper documentation and verification.

Library: Prior to the commencement of a financial year the library sub Committee meets with the Principal and teacher representatives of all the departments and decides about the development of the library in the ensuing financial year. The requisition of books, journals, periodicals and e-learning facilities are placed to the subcommittee along with the estimated cost. The estimated cost is placed to the Bursar's office for consideration in the upcoming financial budget. The funds collected from the students as library fees are fully utilized for the development of library such as for the purchase of books and allied. Following the preparation of budget, it is placed before the finance Committee for recommendation which is then passed on to the Purchase committee after receiving approval from Governing Body. The purchased items are received by the Principal's office. Sports complex: The college has its own eleven sided football ground, basket ball ground, a badminton court and a multigym centre within the college campus. The policy of college authority is to encourage all the students to participate in games, sports and tournaments organized by the Universities and the state Government. Annual sports and games are held by the department of physical education. Prior to the financial year the head of the department of physical education meets the principle and barsar to determine the course of action for the ensuring academic session 2017-2018. The funds are allocated for organizing the events, maintenance of sports equipment and their replacement which are incorporated in the financial budget for 2017-2018 gets its recommendation by the finance committee and sanctioned by the governing body. In the academic session 2016-2017 the college authority with the department of physical education organized district college athletic meet and football championship 2017 in the college campus which incurred an expenditure amounting to Rs. 32470 while balance expenditure was reimbursed by the state government. The budget allocation for organizing the sports event within the college was 100000, including maintenance and the actual expenses amounted to Rs. 95236 for games and sports and gymnasium expenses amounted to Rs. 21520. Computers: The college authority is trying to procure the computers for digitizing the work and implementation of Enterprise Resource Planning (ERP) for better management of the college. The accounts of the colleges are maintained with the help of CAMS-MSS software and the online admission is carried out by hiring the software facility for some days during the time of admission process. The need of more computers and laptops is felt in the day to day work of the college. For the financial year 2016 2017 the budget allocation for purpose of computers and its maintenance was Rs. 50,000 but s amount was utilzed towards maintenance expenses and no addition could be made towards its procurement. Classrooms: In the academic session 2016-2017 the number of classrooms wears sufficient to accommodate the students under 1 1 1 system. But the college authority plans for more classrooms with sufficient desks, chairs, glass boards and ICT enabled lecture rooms as the CBCS is likely to commence from the next session of 2017- 2018. Accordingly the budget allocation of Rs.2,00,000 was made towards furniture and fixtures specially for the

classrooms and the amount was fully utilized for the same purpose. Some plywood partitions where also made to increase the number of classrooms

https://rabindramahavidyalaya.ac.in/images/uploads/4.4.2_2016-2017%20final.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	National Scholarship Portal (NSP)	190	1900000
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	Nill	Nill	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
Nill	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	7
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
2016	14	B.A./B.Sc.	Botany, Chemistry, Economics, Physics, Political Science, Zoology	File attached	Masters
[View File](#)					

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

Items	Number of students selected/ qualifying
Nill	0
[View File](#)	

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

Activity	Level	Number of Participants
Hooghly District Inter College Sports and Games Championship, 2017	District	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
2016	File attached	National	12	Nill	NA	File attached
[View File](#)						

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

The General Secretary of Students Council acted as a member of the Governing body of the college in the academic session 2016-17.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

8

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

> The Department of Chemistry organised departmental Alumni meet during the session.

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)

The College authority believes in maintaining a democratic ethos where decentralization and participative management are only deemed necessary for ensuring the required environment and work culture. Two such practices can well be pointed out in order to bear this contention. To start with, the college has been facing the trouble of meeting very high electricity billing for quite some time. Remedies have been sought for though no ready solution could be provided. However, the full time electrician of the college Sk Mainur Ali makes a full survey of the campus along with NAAC Coordinator, Dr. Uday Kumar Khan. Sk Ali (Non teaching staff) suggests that all the entire 60 and 100 watt filament lights be replaced with either 20 watt LED tube lights or 9 watt LED bulbs. The solution thus generated is reported to the chair accordingly via the IQAC Coordinator Prof Tanmay Bandyopadhyay. In no time, the measure thus thought is implemented which brings forth a remarkable effect. The meter reading comes down immediately being directly reflected in the drastic reduction in electric bills which was bothersome otherwise. The beneficial change of old and expensive electrical system with the new-state-of- art system could only be possible because of Sk Ali who had a clear idea of the efficacy which the authority has readily gave credence to. Secondly, the IQAC comes up with the suggestion of arranging an exhibition cum workshop for hands on training program and gathering of information for the students. The Teacher-in-charge suggests that old coins as the historical evidence of bygone eras can be displayed for the students by the students as an exemplar of decentralization and participative management. With a view to implementing this, the students of Department of History formed the nodal students Wing and Prof Suvaranjan Jas, a GAPTT (Govt Approved Part time teacher) of this college and himself being a antiquarian, took the initiative and contacted his mentor of sort, Sri Sudhir Biswas of Tarakeswar, Hooghly for arranging the old coins as an outmoded currency that can still be seen as artefacts and significant exhibits bearing the mark of a particular time, its finance and governance and a temporality to which it belongs. Sri Biswas and Prof Jas initially imparted a training regarding proper arrangement and nomenclature of the coins to the students, which they followed accordingly. As information was received so also the students got to know the nitty-gritty and practicalities of holding a exhibition as a direct way of hands on training. The institution arranged an exhibition for itself where the students took part directly as stakeholders and get benefitted. So rather than following the top-down structure of management which is the usual mode of Governance at State Government Aided Under Graduate Colleges, or college often takes the break in specific cases and makes it an occasion for participation and leadership development for stakeholders while trying for a modicum of decentralized supervision.

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	Teaching Learning: As new CBCS course were about to be introduced from the session 2017-18 it was expected that the number of classrooms, teaching aids and furniture are required to be increased to facilitate the students and teaching staff. Accordingly glass boards and tables, chairs and benches were acquired depending on the budgeted allocation. Departmental libraries were set up to facilitate the students by easy access.
Examination and Evaluation	Examination and evaluation: College Test Examination are held prior to the final examination for part-I, Part-II and Part-III courses. The teachers prepare the question papers of each subjects and evaluate the answer scripts to make the students ready for their final examinations.
Research and Development	? Necessary leave is sanctioned to teachers for pursuing their faculty developmental initiatives like Orientation Programs, Refresher Courses, Workshops, Seminars, Conferences, Symposium etc where they not only act as participators but also serve as Resource persons. ? Institution tried to make adequate arrangement by providing internet access to teachers so that the can continue their research work and related at their non class hours as per the design of the routine. ? Enrolment of our college in the N- list of UGC-INFONET Digital Library Consortium for promoting research activities of the faculty members.
Library, ICT and Physical Infrastructure / Instrumentation	? Physical structure has marginally improved with the library enjoying 3000 sq ft of floor area. ? Regular purchase and subscription of journals are done, Old and outdated journals are disposed off from the regular lending and

	display shelves. ? Internet facility is provided, for teachers, students reading zones are maintained. ? Few departments have their own reference library for facilitating the lending and reading of their respective departmental students directly at needful hours. ? Proper cataloguing and bar coding are ongoing in full swing. ? Fund allocation is done for purchase of instruments of laboratory based departments. ? Non lab based departments are allocated funds as per their requisition placed and according to their specific departmental needs.
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 student's council whose elections are conducted annually as per University statute. ? The teacher's council and the non teaching staff association look after the affairs of the teaching and non teaching staff respectively. Above all there is a Governing Body that manages and makes scope of utilizing the total human resource of the college, The college's aim is to make optimum use of the available human resource. ? Ensuring a entirely internally ragging free academic environment is done. ? For the inner potential of every individual several non teaching staff is given the opportunity of changing their departments and so are placed in other departments as a way of developing their holistic skills and ability to engage in multitasking. ? Development both hard and soft is given priority. ? Sensitizing people to develop a pollution free and green habitat is ensured.
Admission of Students	? 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.

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

E-governace area	Details
Planning and Development	? 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.
Administration	? 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 for software.
Finance and Accounts	? 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.
Student Admission and Support	The admission process starts from putting up the advertisement, declaration of merit lists, collection of admission fees and registering proper eligible students after proper verification of the document, which is done manually etc all are performed using the E-governance facilities of the college. The issuing of Identity Cards is also done by using the same facility.
Examination	? 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 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	11	Nill	Nill	Nill

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):			
Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	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 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.	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 track record for providing Puja Advances to its non-teaching staffs to a maximum celling 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	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.

	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.	

6.4 – Financial Management and Resource Mobilization

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

After the completion of the financial year the books of accounts are finalized by the accountant and other staff under the supervision of the Bursar and it is informed to the principal to intimate the matter to the Higher Education Department of West Bengal Government. The Higher Education Department engages the external statutory auditors for auditing the books of accounts and submission of auditory report. Though the books of accounts are finalized but there is a lag in audit completion due to delay in the appointment of the auditor by the Higher Education Department. The accounts of 2016-2017 is to be audited by G. Garg and Company Chartered Accountants (Registration number: 320318E) and audit report needs to be submitted to the Higher Education Department. The audit report includes auditors' notes on significant accounting policies maintained by the institution along with reports on Fixed Assets, Depreciation, Provident Fund, Tuition Fees, the Government Grants, Undistributed Fees (University), Salary, Audit Fee, Cash Bank, Interest Income Recognition, Library, Capital Fund, Loans and Advances, and the General descriptions about creditors' list, stock register, adjustment of brought forward balances, and lease rent of the college properties.The detailed audit reports includethe statement of Balance Sheet as at 31.03.2017, the Income Expenditure Account, Receipts and Payments Account for the year ended 31.03.2017. As annexed as its part of the Balance Sheet as at 31.03.2017 and the Income Expenditure Account for the year ended 31.03.2017, the Schedule of Capital Funds as on 31.03.2017, the Schedule of Other Fund, Schedule of other Liability Provision, the Schedule of Provident Fund, the Schedule of Government Grants, the Schedule of Undisbursed Fees, the Schedule of Fixed Assets, the Schedule of Amount Recoverable, the Schedule of Loans Advances, the Schedule of Security Deposits with WBBES, the Schedule of Cash Bank Balance, and the Statement of Provident Fund as well.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	Nill	Nill
[View File](#)		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	By the Academic Sub-Committee of the institution in collaboration and guidance of IQAC
Administrative	Yes	G. Garg and Company Chartered Accountants (Registration number: 320318E)	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)

Accreditation procedure underway.

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	Seminar on Womens Empowerment	08/03/2017	08/03/2017	08/03/2017	200
2017	Development of Students Awareness about Consumers Protection	02/05/2017	02/05/2017	02/05/2017	60
		View File			

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
NIL	Nill	Nill	0	0

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	14/09/2016	2	Counselling program of the girl students	To make them aware of the nutrition, maintaining safety in the days of period, dowry, early marriage, emotional disturbance	28
2016	1	1	28/09/2016	1	Workshop	Problems of late adolescent girls	89
2016	1	1	15/11/2016	1	Engaging women self-help group,	Inauguration of women organised college canteen by Engaging women	550

| | | | | | self-help group, Chapadanga Prerana Sangha | |

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	Nill	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
Observation of Independence Day	15/08/2016	15/08/2016	65
Observation of Republic Day	26/01/2017	26/01/2017	60
International	21/02/2017	21/02/2017	110

Mother Language Day			
Celebration of Rabindra Jayanti	17/05/2017	17/05/2017	378

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

7.1.7. The Initiatives taken by the Institution to make the Campus Eco-friendly 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 Practices-1: Seminar on Women Empowerment Practice Standing in the era of human rights movement with the ambition to develop a better civil society, the need for women empowerment is getting realized more than ever. 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 resources that may bridge the gap between dimensions of socio- culture existence. In a progressive social construction, women empowerment has been provided with special importance as the subtle methods 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 adequate importance is given to womens health. Not the least, financial inclusion is very much required for women empowerment as it brings major benefits to individuals and economies. The major practices: a) Seminar lectures were arranged by the Womens Cell of our college and eminent speakers viz. Dr. Sujata Chatterjee, Prof. of Psychology, Bijay Narayan Girls' College, Howrah, were invited who delivered valuable knowledge and thoughts inculcating in the minds of teachers, students and others. b) Complains regarding poor sanitation in toilets and bathrooms used by the women in the college are carefully undertaken by the Womens Cell and redressed. c) A separate Girls Common room has been set-up with a Lady Attendant to help girls students and lady staff of the college during any health related problems which are solved at an earliest. d) The Lady Teachers and Convenor of the Womens Cell always makes aware the girls students what to do and not to do during adolescence period. The Womens Cell goes on counseling the girls students regarding their health related problems. e) The Health care unit of the College Keeps vigilance over the womens discomfort and medicine facilities are provided when required. f) Separate sets of clothes are kept in the Womens Cell to facilitate the girls students and women employees when required. g) The girls students and women employees are provided with sanitary napkins whenever necessary. h) The Girls Toilets, bathrooms and common room are properly cleaned everyday for maintaining good health of the girls students and women employees. i) The women cell observes the womens day on every 8th day of March and arranges seminar lectures for the girls students and women employees. j) Various placards and flex are used inside the College premises to show respect for the women. Evidence of Success: There are some evidences of success: a) A good number of girls students are coming to the college from far and near localities this shows that the womens 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 the Common room and there is no complaint about unhygienic condition of toilets and wash rooms. Problems Encountered and Resources Required The present need of our college is to

provide more Girls Toilets and washrooms within the college premises. Due to insufficient financial resources the inadequate infrastructure facility cannot be improved by college Authority. Notes (Optional) Women Empowerment problems can be better solved if cooperation from fund granting authorities are obtained promptly. Best Practices-2: Seminar on Developing Students awareness about consumer Protection a) A seminar on Developing Students awareness about consumer Protection was held on 02.05.2017 by IQAC of our college where eminent Speakers from the Department of Law, Hooghly Mohsin College and Practicing judge of CPA were present. They made a detailed discussion about how to lodge a complaint regarding any dispute with the seller(s).They put forward service case studies which they practically observed in their respective fields of work. b) The seminar was also helpful for the employees of the college as because many employees of our college had undergone similar fate while purchasing residential flats from promoters, etc. c) The students were encouraged to make referential reading on Consumer Protection Act and the students of commerce were asked to prepare a flow chart for redresser of any complaint against a product supplier / service provider as because it is in their syllabus. d) The students of commerce department prepared a write-up and got it corrected by th Departmental teachers. e) The students and the staff of the college asked several questions during the Questionnaire Session which was answered by the speakers satisfactorily. Evidence of Success There are some evidences of success: Several teachers and Non-teaching staff of the college requested the IQAC-Coordinator to arrange another such seminar on the same topic as it was enriching their knowledge regarding their day-to-day transactions in life. A number of advanced students across the departments put questions and shared their experience. The students of commerce went through referential reading and prepared write-ups which were also beneficial for their degree-course. The interactive question - answer session helped both the audience and the speakers as well. The results indicate that such programmes leave positive impacts on all the direct and immediate stakeholders of the college. Problems Encountered and Resources Required The programme was organised in the month of May 2017 as the college was visited by NAAC Peer Team in the February, 2017. Consequently, most of the students were appearing their respective University examinations and they could not attend the programme. The programme could not be held earlier because the college test examination was conducted only after the NAAC (Cycle 2) visit got over.

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%20Practices%20on%20Women%20Empowerment%202016-2017.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

The Principal IQAC Coordinator, Bursar sits with the other members of the IQAC to layout the predetermined course of action for the coming academic session 2017-18. The first decision was to target the best practice of the college and accordingly the course of actions was planned to highlight the two best practices which were: 1. Historical values of old coins 2. Elevating the service of Central library of the College via implementation of modern technology. The IQAC coordinator discussed with the teachers and Head of the Department of History regarding inculcating the value of old coins in the mind of students that can help them get interested to research of such historical values and develop their future career in the said direction. The members of the IQAC and the teachers decided to organize an exhibition of old coins in the college auditorium on scheduled date with diligent support from one of the eminent personality in the locality. The IQAC coordinator discussed with the members of library for facilitating more and better service to the students and teachers of the college. Tthe members suggested that the college authority should continue the membership with British council Kolkata as students are being benefitted by the membership, specially the students of English Department. The members also suggested organizing a workshop on a seminar on Bengali voice typing which will be beneficial for the students and especially for the students of Bengali language. Apart from these the librarian suggested for induction of advance software for better service to the students and teachers staff. The IQAC decided unanimously that the routine work to performed by the departments and cells of the college as usual and submission of the reports after the completion of the events and activities. Tthe following are the routine activities to be under taken during the ensuing academic session 2017-18. 1. Preparation of modular syllabus by each department prior to commencement of classes. 2. Organizing departmental seminars,

quiz contests, lecture deliberations, publications of wall magazines by the students. 3. Conducting Unit tests for part I, II and III honours students. 4. Conducting educational excursions as per the requirement of the syllabus. 5. Organizing seminars and talk shows organized by women cell on the womens day. 6. Plantation programs and gardening throughout the academic session and celebrating Environment Day organized by Nature's Club with collaborative support of the NSS and NCC students. 7. Arranging students counseling programs by the departmental teachers 8. Classes to be taken by teachers of neighboring colleges as part of Faculty Exchange Program 9. Celebration of important days such as Rabindra Jayanti, Independence Day, Republic day, World Science Day, College Foundation day etc as to be organized by cultural committee of the college. Apart from the routine activities the IQAC recommended college authority for timely publication of the prospectus of 2017-2018. The IQAC also recommended for organizing a meeting along with academics committee to impart the regulations for CBCS which will commence from ucoming 2017-2018 session as per the