THE ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC (2012-13)

RABINDRA MAHAVIDYALAYA
(Established in 1971)

Vill.+P.O. – Champadanga, Dist. – Hooghly, West Bengal – 712401
Phone - 03212-255834, Fax – 03212-255104
Website – www.rabindramahavidyalaya.org

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

Part – A

AQAR for the year

2012-13

1. Details of the Institution

1.1 Name of the Institution

RABINDRA MAHAVIDYALAYA

1.2 Address Line 1

VILL. + P.O.- CHAMPADANGA

Address Line 2

HOOGHLY

City/Town

TARAKESWAR

State

West Bengal

Pin Code

712401

Institution e-mail address

principal@rabindramahavidyalaya.org

Contact Nos.

03212-255104

Name of the Head of the Institution:

Dr. Tarun Kumar Mandal

Tel. No. with STD Code:

03212-255104

Mobile:

9434437900

Name of the IQAC Co-ordinator:

Dr. Prasanta Bhattacharyya

Mobile: | 9830348011

IQAC e-mail address: | principal@rabindramahavidyalaya.org

1.3 **NAAC Track ID** | WBCOGN12745

OR

1.4 **NAAC Executive Committee No. & Date:** | NAAC/A&A/outcome-46/2006 dated May 21, 2006

1.5 Website address: | www.rabindramahavidyalaya.org

Web-link of the AQAR: | rabindramahavidyalaya.org/AQAR12_13.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 18/12/2006

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

    i.   AQAR of 2011-12, submitted on 08.01.2016 (DD/MM/YYYY)

1.9 Institutional Status

University   State ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

Type of Institution   Co-education ☑   Men ☐   Women ☐

     Urban ☐   Rural ☑   Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☑

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) | NIL |

1.11 Name of the Affiliating University | The University of Burdwan |

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

Autonomy by State/Central Govt. / University | No |

University with Potential for Excellence | No | UGC-CPE | No |

DST Star Scheme | No | UGC-CE | No |

UGC-Special Assistance Programme | No   DST-FIST | No

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

UGC-COP Programmes | No

2. IQAC Composition and Activities

2.1 No. of Teachers | 06

2.2 No. of Administrative/Technical staff | 02

2.3 No. of students | NIL

2.4 No. of Management representatives | NIL

2.5 No. of Alumni | NIL

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

2.7 No. of Employers/ Industrialists | NIL

2.8 No. of other External Experts | NIL

2.9 Total No. of members | 08

2.10 No. of IQAC meetings held | 01

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

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

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

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes   [   ]

2.14 Significant Activities and contributions made by IQAC

> The IQAC has made significant contribution for the overall development of the college. During the academic year 2012-2013 the IQAC reviewed the academic performance of all the departments and suggested steps to improve overall teaching learning process to the departments as well as management. During the same year the IQAC has recommended for academic audit of all the departments and this recommendations have been duly communicated to the management.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
IQAC has decided to (a) Monitor the work of infrastructural development. (b) Renovate the existing infrastructure and automation of administrative processes (c) take feedback from the students (d) perform academic audit (e) implement effective grievance cell and career counselling for students (g) Computerization of library facilities (f) Extend Assistance to school teachers (+2 level) on practical curriculum a	(a)The work on Bio Science Building & Women's' hostel were in progress and quality infrastructure facilities such as digital class rooms etc were completed but not to use. (b) The existing infrastructure was upgraded. (C) Feedback has been taken from the faculties and non-teaching staff and alumni through a number of meetings. (d) Grievance redressal cell and career counselling cell for students worked to address grievances in due time and to counsel students about their career prospect respectively. (e) The drinking water tank was cleaned to ensure safe water supply. (f) Department of History conducted the 2-Day National seminar (g) Assistance to school teachers (+2 level) on practical curriculum a Higher Secondary level was extended. (h) Two class rooms were constructed with the aid of State Govt fund

Higher Secondary level. (h) Recommended the concern department to take necessary actions to successfully hold the national seminar	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ☐   Syndicate ☐   Any other body GB

Provide the details of the action taken

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

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	19

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

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

*Please provide an analysis of the feedback in the Annexure

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

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

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	16	5	0	23

2.2 No. of permanent faculty with Ph.D.   13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	23	0	0	0	0	0	0	0	23

2.4 No. of Guest and Visiting faculty and Temporary faculty   34   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	11	00
Presented papers	04	13	00
Resource Persons	00	00	00

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

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

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

187

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

Class test/MCQ taken by the all departments.

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

00	00	01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
Bengali(Hons)	**41**	**41**	**-**	**19.51**	**80.49**	**-**	**100.00**
English(Hons)	**27**	**19**	**-**	**00**	**70.37**	**-**	**70.37**
Sanskrit(Hons)	**34**	**28**	**-**	**5.88**	**76.47**	**-**	**82.35**
History(Hons)	**35**	**21**	**-**	**5.71**	**54.29**	**-**	**60.00**
Philosophy(Hons)	**19**	**13**	**-**	**5.26**	**63.16**	**-**	**68.42**
Political science(Hons)	**21**	**12**	**-**	**9.52**	**47.62**	**-**	**57.14**
Economics(Arts Hons)	**00**	**-**	**-**	**-**	**-**	**-**	**-**
Geography(Hons)	**15**	**14**	**-**	**6.67**	**86.67**	**-**	**93.33**

Education(Honours)	**24**	**19**	**-**	**16.67**	**62.50**	**-**	**79.17**
Accountancy(Hons)	**5**	**3**	**-**	**0**	**60.00**	**-**	**60.00**
Physics(Hons)	**9**	**5**	**-**	**22.22**	**33.33**	**-**	**55.56**
Chemistry(Hons)	**8**	**7**	**-**	**25.00**	**62.50**	**-**	**87.50**
Zoology(Hons)	**10**	**9**	**-**	**00**	**90.00**	**-**	**90.00**
Botany(Hons)	**8**	**7**	**-**	**62.50**	**25.00**	**-**	**87.50**
Economics(Sc Hons)	**00**	**-**	**-**	**-**	**-**	**-**	**-**
Microbiology(Hons)	**13**	**8**	**-**	**15.38**	**46.15**	**-**	**61.54**
B.A(General)	**305**	**168**	**0.33**	**-**	**-**	**-**	**55.08**
B.Sc (General)	**7**	**3**	**00**	**-**	**-**	**-**	**42.86**
B.Com(General)	**6**	**3**	**00**	**-**	**-**	**-**	**50.00**

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	05
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	04
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent	Number of positions filled

	Employees	Positions	positions filled during the Year	temporarily
Administrative Staff	11	11	00	00
Technical Staff	08	2	00	00

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC has taken up the following steps in Sensitizing/Promoting Research Climate :
>
> ➢ Conducting regular meetings with the teachers and advising them to apply for major and minor research projects.
> ➢ Suggesting HOD's to apply to UGC for funds for organising national level seminars.
> ➢ Advising teachers to participate in refresher courses and faculty development programmes.
> Persuading the authority to grant leave for faculties to participate in seminars.

3.2　　　Details regarding major projects

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

3.3　　　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	1	0
Outlay in Rs. Lakhs	0	Rs.61,500	Rs.1,76,250	0

3.4　　　Details on research publications

	International	National	Others
Peer Review Journals	14	10	00
Non-Peer Review Journals	00	02	00
e-Journals	04	02	00
Conference proceedings	00	00	01

3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	NA	NA	NA
Minor Projects	02	UGC	Rs.1,33,000	Rs.1,33,000
Interdisciplinary Projects	00	NA	NA	NA
Industry sponsored	00	NA	NA	NA
Projects sponsored by the University/ College	00	NA	NA	NA

Students research projects *(other than compulsory by the University)*	00	NA	NA	NA
Any other(Specify)	00	NA	NA	NA
Total	02	NA	Rs.1,33,000	Rs.1,33,000

3.7 No. of books published   i) With ISBN No. | 00 | Chapters in Edited Books | 02 |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from : NA

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy | NIL | CPE | NIL | DBT Star Scheme | NIL |

INSPIRE | NIL | CE | NIL | Any Other (specify) | NIL |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons | 00 |

3.13 No. of collaborations   International | 00 | National | 00 | Any other | 01 |

3.14 No. of linkages created during this year | 00 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | NIL | From Management of University/College | NIL |

Total | NIL |

3.16 No. of patents received this year

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

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

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

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

00

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

00

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

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level | 200 | State level | NIL
National level | NIL | International level | NIL

3.22 No. of students participated in NCC events:

University level | NIL | State level | 17
National level | NIL | International level | NIL

3.23 No. of Awards won in NSS:

University level | NIL | State level | NIL
National level | NIL | International level | NIL

3.24 No. of Awards won in NCC:

University level | NIL | State level | NIL
National level | NIL | International level | NIL

3.25 No. of Extension activities organized

University forum | NIL | College forum | NIL |

NCC | NIL | NSS | 01 | Any other | NIL |

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

NSS Units of the college organised a blood donation camp, "Bratacharry" camp, first aid camp and a special camp on the theme "Preservation of Natural Resources and Cultural Heritages".

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20228	4135000	95	21200	20323	4156200
Reference Books	5769	1730280	27	10617	5796	1740897
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	17	20000	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	1	30000	Nil	Nil	Nil	30000
CD & Video	48	Free	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil
Total	25997	5915280	122	31817	26119	5947097

4.4 Technology up gradation (overall)

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

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT   10707/-

ii) Campus Infrastructure and facilities   8520/-

iii) Equipments   59850/-

iv) Others   25650/-

Total :   104727/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2478	NIL	NIL	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men
No	%
1313	52.98

Women
No	%
1165	47.02

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC*	Physically Challenged	Total
2000	408	41	250	04	2703	1731	418	37	286	06	2478

*OBC includes minority.

Demand ratio 1.92:1   Dropout 20.25%

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

None.

No. of students beneficiaries   NA

5.5 No. of students qualified in these examinations

NET [NIL]   SET/SLET [NIL]   GATE [NIL]   CAT [NIL]

IAS/IPS etc [NIL]   State PSC [NIL]   UPSC [NIL]   Others [NIL]

5.6 Details of student counselling and career guidance

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

No. of students benefitted   Not recorded.

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

No specially mentionable programme was organized

5.9 Students Activities

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

State/ University level [145]   National level [17]   International level [NIL]

No. of students participated in cultural events

State/ University level [NIL]   National level [NIL]   International level [NIL]

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

Sports: State/ University level [48]   National level [15]   International level [NIL]

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	769	Rs.2,59,963
Financial support from government	266	Rs.16,14,750
Financial support from other sources	04	Rs.17,700
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students   00

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

➢ Faculty members are allowed to attend orientation course, refresher course, National/International/State level seminar/workshop and symposia.

➢ The internet facility is provided through which the researchers can access their information related to their research.

➢ The UGC grant is provided for attending seminars/workshop that include presentation of papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies :
- ➤ The physical infrastructure has been marginally improved. At present the library enjoys a space of 3000 sq.ft.
- ➤ Latest books and several journals are purchased and subscribed respectively. Enlisting of newly purchased books are done by library staff.
- ➤ Library related information is provided to the students and the teachers at regular basis.
- ➤ Internet service has been made available to the library users.
- ➤ Some of the honours departments maintain and run a library of its own.
- ➤ Annual budgetary allocation is made available to each department for purchasing text and reference books.
- ➤ Almost all the science departments have received a certain amount of grant to purchase the instruments.
- ➤ Physical Education department has received a refrigerator.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

➢ Off line filling up a form.

➢ Preparation of merit list.

6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	NIL

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

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

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

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes NA   No NA

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

NA

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

NA

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. But some departments arranges meetings with the parents from time to time to appraise them of the students' academic progress and discuss various students-related issues. The IQAC, however, feels the need to form a regular Parent-Teacher Association which will work for the development of the College.

6.13 Development programmes for support staff

> The support staff is allowed to attend different workshop conducted by the affiliating University, the Income Tax Office, Treasury office, Block development office, Zilla Parishad etc.   Coordinating with the Board of the college staff cooperative credit society to enhance the amount of loan facility to the employee members to meet the cost of construction/reconstruction of their residential house property, to meet medical expenses and for expenses relating to their family members marriage.

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

> The institution propagates the idea of eco-friendliness by observing World Environment Day every year and encourages plantation of trees and removal of plastic from the campus to make it eco-friendly. Burning of plastic is strictly prohibited. We encourage e-communication for transacting institutional business. Moreover, we promote two sides print-outs of a single page as policy to restrict use of paper. The college has also made a garden of medicinal plants in the college campus. The IQAC plans to install an intercommunication system so as to connect all the departments to avoid delay in work and to maintain better time management. Since the system is too costly for our college it has not yet been introduced.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> - The Science Departments are requested to extend their support to assist the local school teachers to successfully implement practical curriculum (+2 level) at Higher Secondary level.
> - As an outreach programme NSS wings organized Blood donation camp and First aid camp .
> - "Bratacharry" camp was organized by the NSS wings to inculcate social responsibility, to develop physical and mental health of the participants.
> - 2-day National seminar was organized.

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

> - Less use of plastic in the college campus.
>
> - Reduction in use of paper by using electronic gadgets.
>
> - Assistance to school teachers (+2 level) on practical curriculum at Higher Secondary level was provided
>
> - Out –reach programmes by NSS were successfully organized

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> - Special drive to extend assistance to the school teacher 's of science subjects to successfully implement the new curriculum of H.S syllabus of WBCSHE.
>
> - Awareness to save electricity.

* See annexure II

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

8. Plans of institution for next year

- Introducing a Xerox centre for facilitating the students
- Provision of laptop to a number of teachers to facilitate their academic and research activities.
- Special thrust to complete the Bio Science Building and Women's Hostel.
- Installation of software to facilitate library works.
- Further extension of out-reach programme.

Name TANMAY BANDYOPADHYAY   Name DR. MANAS KUMAR JANA.

Signature of the Coordinator, IQAC   _Signature of the Chairperson, IQAC_

ACADEMIC CALENDAR: 2012-13

Month	Week	Dates	Nos. of Holidays	No. of 'No class' days	No. of Teaching days [TD]	Remarks
1	2	3	4	5	6	7
First Term: 01.7.2012 to 19.10.2012						
July 2012	1st	July(1-7)	1 day; Sunday-01.7.2012	1	6	No. of TD in Jul.: 26
	2nd	July(8-14)	1 day; Sunday-08.7.2012	1	6	
	3rd	July(15-21)	1 day; Sunday-15.7.2012	1	6	
	4th	July(22-28)	1 day; Sunday-22.7.2012	1	6	
July-Aug. 2012	5th	July29 - Aug.4	1 day; Sunday-29.7.2012	1	6	No. of TD in Aug.: 24
Aug. 2012	6th	Aug.(5-11)	2 days; Sunday-05.8.2012 & Janmastami-09.8.2012	2	5	
	7th	Aug.(12-18)	2 days; Sunday-12.8.2012 & Independence Day-15.8.2012	2	5	
	8th	Aug.(19-25)	2 days; Sunday-19.8.2012 & Id-Ul-Fetar-20.8.2012	2	5	
Aug.-Sep. 2012	9th	Aug.26 - Sept.1	1 day; Sunday-26.8.2012	1	6	No. of TD in Sep.: 25
Sept. 2012	10th	Sep.(2-8)	1 day; Sunday-02.9.2012	1	6	
	11th	Sep.(9-15)	1 day; Sunday-09.9.2012	1	6	
	12th	Sep.16-22)	1 day; Sunday-16.9.2012	1	6	
	13th	Sep.(23-29)	1 day; Sunday-23.9.2012	1	6	
Sep. – Oct. 2012	14th	Sep.30 - Oct.6	2 days; Sunday-30.9.2012 & Gandhi Birthday-02.10.2012	2	5	No. of TD in Oct.: 15
Oct. 2012	15th	Oct.(7-13)	1 day; Sunday-07.10.2012	1	6	
	16th	Oct.(14-20)	3 days; Sunday-14.10.2012, Mahalaya-15.10.2012 & Puja Vacation starts-20.10.2012	3	4	
Puja Vacation begins on and from 20.10.2012 to 17.11.2012						
Oct. 2012	17th	Oct.(21-27)	Puja Vacation	7	Nil	
Oct.-Nov. 2012	18th	Oct.28 – Nov.03	Puja Vacation	7	Nil	No. of TD in Nov.: 10
Nov. 2012	19th	Nov.(4-10)	Puja Vacation	7	Nil	
	20th	Nov.(11-17)	Puja Vacation	7	Nil	
2nd Term: From 18.11.2012 to 31.12.2012						
Nov. 2012	21st	Nov.(18-24)	2 days; Sunday-18.11.2012 & Jagadhatripuja-22.11.2012	2	5	
Nov – Dec. 2012	22nd	Nov.25 - Dec.01	2 days; Sunday-25.11.2012 & Birthday of Guru Nanak-28.11.2012	2	5	No. of TD in Dec.: 20
Dec. 2012	23rd	Dec.(2-8)	1 day; Sunday-02.12.2012	1	6	
	24th	Dec.(9-15)	1 day; Sunday-09.12.2012	1	6	
	25th	Dec.(16-22)	1 day; Sunday- 16.12.2012	1	6	
	26th	Dec.(23-29)	6 days; Sunday-23.12.2012, Christmas Day-25.12.2012 & Winter Recess-26.12.2012 to 29.12.2012	6	1	
3rd Term: From 01.01.2013 to 30.6.2013						
Dec. 2012-Jan.	27th	Dec.30 - Jan.05	3 days; Sunday-30.12.2012, Winter Recess-31.12.2012 & New Year Day-01.01.2013	3	4	No. of TD in Jan.: 23

2013						
Jan. 2013	28th	Jan.(6-12)	1 day; Sunday-06.01.2013	1	6	
	29th	Jan.(13-19)	1 day; Sunday-13.01.2013	1	6	
	30th	Jan.(20-26)	4 days; Sunday-20.01.2013, Netaji Birthday-23.01.2013, Fathehadoazdaham-25.01.2013 & Republic Day-26.01.2013	4	3	
Jan.– Feb. 2013	31th	Jan.27 - Feb.02	1 day; Sunday-27.01.2013	1	6	No. of TD in Feb.: 22
Feb. 2013	32nd	Feb.(3-9)	1 day; Sunday-03.02.2013	1	6	
	33rd	Feb.(10-16)	3 days; Sunday-10.02.2013 & Saraswati Puja-15.02.2013-16.02.2013	3	4	
	34th	Feb.(17-23)	1 day; Sunday-17.02.2013	1	6	
Feb.- Mar. 2013	35th	Feb.24 - Mar.02	1 day; Sunday-24.02.2013	1	6	No. of TD in Mar.: 23
Mar. 2013	36th	Mar.(03-09)	1 day; Sunday-03.3.2013	1	6	
	37th	Mar.(10-16)	1 day; Sunday-10.3.2013	1	6	
	38th	Mar.(17-23)	1 day; Sunday-17.3.2013	1	6	
	39th	Mar.(24-30)	4 days; Sunday-24.3.2013, Doljatra-27.3.2013-28.3.2013, Good Friday-29.3.2013	4	3	
Mar.- Apr. 2013	40th	Mar.31 - Apr.06	2 days; Sunday-31.3.2013 & Ambedkar's Birthday - 06.4.2013	2	5	No. of TD in Apr.: 24
Apr. 2013	41st	Apr.(07-13)	1 day; Sunday-07.4.2013	1	6	
	42nd	Apr.(14-20)	2 days; Chaitra Sankranti-14.4.2013 & Nababarsha-15.4.2013	2	5	
	43rd	Apr.(21-27)	1 day; Sunday-21.4.2013	1	6	
Apr.- May 2013	44th	Apr.28 - May04	2 days; Sunday-28.4.2013 & May Day-01.5.2013	2	5	No. of TD in May: 08
May 2013	45th	May(5-11)	2 days; Sunday-05.5.2013 & Rabindra Jayanti-08.5.2013	2	5	
Summer Recess begins						
May 2013	46th	May(12-18)	Summer Recess	7	Nil	
	47th	May(19-25)	Do	7	Nil	
May- Jun. 2013	48th	May26 - Jun01	Do	7	Nil	No. of TD in Jun: 06
Jun. 2013	49th	Jun(02-08)	Do	7	Nil	
	50th	Jun(09-15)	Do	7	Nil	
	51st	Jun(16-22)	Do	7	Nil	
End of Summer Recess						
Jun. 2013	52nd	Jun(23-30)	2 days; Sundays-23.6.2013 & 30.6.2013	2	6	
						*Subject to change

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

List of Holidays/Vacation/Recess: 2012-13

Janmastami	09.8.2012
Independence Day	15.8.2012
Id-Ul-Fitar	20.8.2012
Gandhi Birthday	02.10.2012
Mahalaya	15.10.2012
Puja Vacation	20.8.2012 – 17.9.2012
Jagadhatri Puja	22.11.2012
Birthday of Guru Nanak	28.11.2012
Christmas Day	25.12.2012
Winter Recess	26.12.2012 – 31.12.2012
New Year Day	01.01.2013
Netaji's Birthday	23.01.2013
Fathehadoazdaham	25.01.2013
Republic Day	26.01.2013
Saraswati Puja	15.02.2013 – 16.02.2013
Doljatra	27.3.2013 – 28.3.2013
Good Friday	29.3.2013
Ambedkar's Birthday	06.4.2013
Chaitra Sankranti	14.4.2013
Nababarsha	15.4.2013
May Day	01.5.2013
Rabindra Jayanti	08.5.2013
Summer Recess	35 days excluding Sundays (to be announced later)

Annexure-II

Best Practice 1

1. Title of the Practice

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

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

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

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

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

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

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

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

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

7. Notes (Optional):

 Nil

Contact Details
Name of the Principal/TIC: Dr. Tarun Kumar Mondal
Name of the Institution: Rabindra Mahavidyalaya
City/Town : Tarakeswar
Pin Code: 712401
Accredited Status: B
Work Phone : (03212) 255104
Fax: (03212) 255104
Website: www.rabindramahavidyalaya.org
E-mail : principal@rabindramahavidyalaya.org
Mobile: 9163234978

Best Practice 2

1. Title of the Practice

Awareness to save electricity

2. The Goal

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

3. The Context

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

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

5. Evidence of success

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

6.Problems Encountered and Resources Required:

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

7. Notes (Optional):

Nil

Contact Details
Name of the Principal/TIC: Dr. Tarun Kumar Mondal
Name of the Institution: Rabindra Mahavidyalaya
City/Town : Tarakeswar
Pin Code: 712401
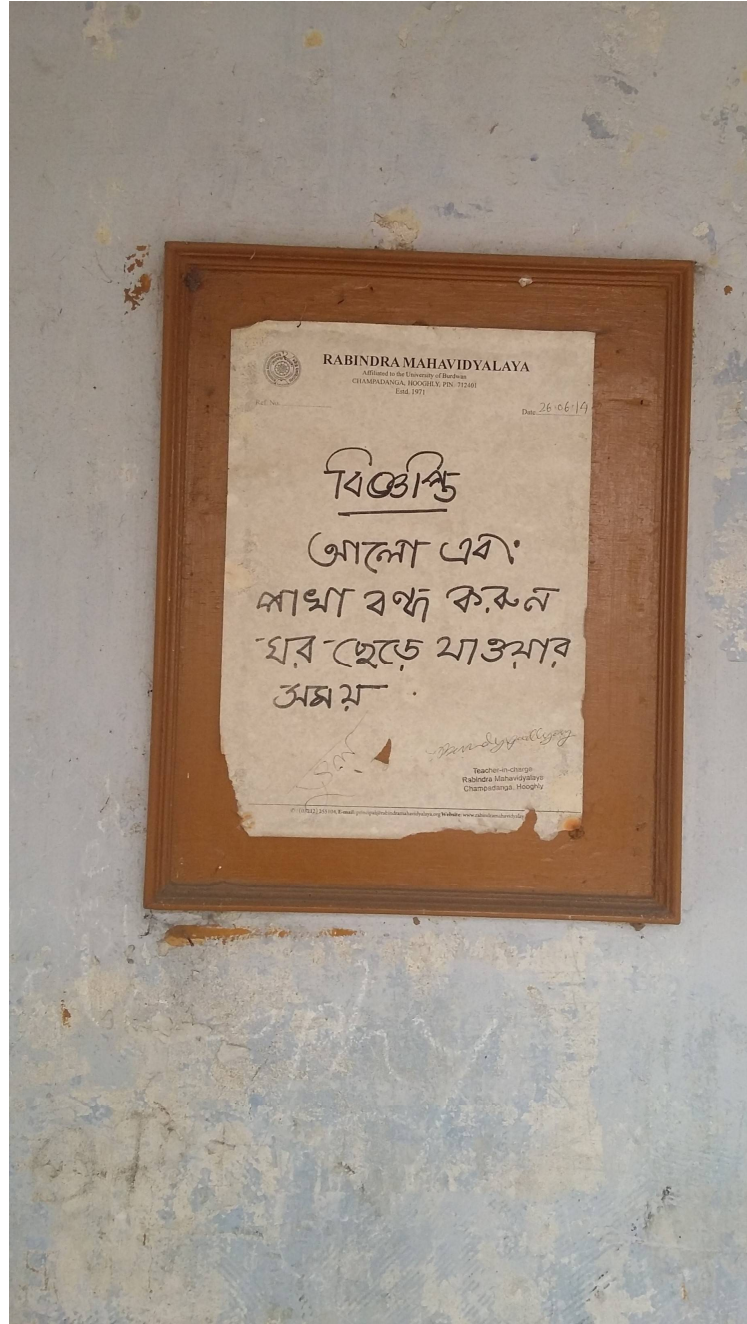Accredited Status: B
Work Phone : (03212) 255104
Fax: (03212) 255104
Website: www.rabindramahavidyalaya.org
E-mail : principal@rabindramahavidyalaya.org
Mobile: 9163234978

****