



## Yearly Status Report - 2018-2019

Part A	
<b>Data of the Institution</b>	
1. Name of the Institution	RANI DHANYA KUMARI COLLEGE
Name of the head of the Institution	Dr. Ajoy Adhikari
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03483255330
Mobile no.	9564277388
Registered Email	rdkcollege@yahoo.com
Alternate Email	adr.ajoy@yahoo.com
Address	Jiaganj
City/Town	Murshidabad
State/UT	West Bengal
Pincode	742123
<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Md. Nazmul Islam
Phone no/Alternate Phone no.	03483255330
Mobile no.	9434181184
Registered Email	rdkcollege@yahoo.com
Alternate Email	nazmul.mgc@gmail.com

<b>3. Website Address</b>																							
Web-link of the AQAR: (Previous Academic Year)			<a href="http://www.rdkcollege.in/downloads/2-63AC083D31FCF.pdf">http://www.rdkcollege.in/downloads/2-63AC083D31FCF.pdf</a>																				
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																				
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="http://www.rdkcollege.in/downloads/10-63EDEC31DD268.pdf">http://www.rdkcollege.in/downloads/10-63EDEC31DD268.pdf</a>																				
<b>5. Accrediation Details</b>																							
Cycle	Grade	CGPA	Year of Accrediation	Validity																			
				Period From	Period To																		
1	C++	66.0	2007	31-Mar-2007	29-Feb-2012																		
2	B	2.02	2016	02-Dec-2016	01-Dec-2021																		
<b>6. Date of Establishment of IQAC</b>			19-Jan-2012																				
<b>7. Internal Quality Assurance System</b>																							
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>First Aid Training Programme</td> <td>01-Dec-2018 1</td> <td>55</td> </tr> <tr> <td>Blood Donation Motivational Camp</td> <td>03-Dec-2018 1</td> <td>120</td> </tr> <tr> <td>Career Development Programme</td> <td>21-Dec-2018 1</td> <td>165</td> </tr> <tr> <td>Inter College Games &amp; Sports</td> <td>21-Jan-2019 1</td> <td>23</td> </tr> </tbody> </table>						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	First Aid Training Programme	01-Dec-2018 1	55	Blood Donation Motivational Camp	03-Dec-2018 1	120	Career Development Programme	21-Dec-2018 1	165	Inter College Games & Sports	21-Jan-2019 1	23
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<a href="#">View Uploaded File</a>																							
<b>8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.</b>																							
Institution/Department/Faculty		Scheme	Funding Agency	Year of award with duration	Amount																		
No Data Entered/Not Applicable!!!																							
No Files Uploaded !!!																							
<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>			Yes																				
Upload latest notification of formation of IQAC			<a href="#">View Link</a>																				
<b>10. Number of IQAC meetings held during the year :</b>			4																				
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website			Yes																				
Upload the minutes of meeting and action taken report			<a href="#">View Uploaded File</a>																				

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)

a) Several teachers and scholars from different colleges and universities have submitted their articles to publish in the 1st volume of an edited book with ISBN number, Basundhara. All the papers have been sent to the Editorial Board of Basundhara which is consisted of several reputed academicians across the state for selection and necessary corrections. b) The detailed project report for RUSA 2.0, Component6 (Model College) which was rejected after its first submission on 16042018, has been remade by the Executive Engineer by PWD, Social Sector, Berhampore, Murshidabad and has been resubmitted to the concerned authority. c) The IQAC of this institution has taken initiative to send number of teachers to undergo Orientation Programme and Refresher's Course during this period and always encourages the teachers to participate in various national and international seminars by supporting them with financial assistance. The IQAC has also prepared the file for CAS of a deserving teacher and sent to the competent authority for approval during this session. d) Orientation Programme for the newly admitted students has been organised by the IQAC like previous years to make them aware of their syllabus, academic sessions, examinations, facilities (such as various scholarships) and various activities of the college in which they can participate. e) On the requisition of various HODs, 293 Books and 2 Journals have been purchased during this period.

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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
Reviewing the admission procedure and upgradation of existing one to make it more effective and transparent.	The existing online admission procedure which was initiated from the previous year has been reviewed and to make it more effective and transparent, the existing procedure has been upgraded.
Introduction of CBCS system.	CBCS system has been introduced in out institution during this session.
Increase Research and Publication Facilities for the faculties.	An edited book with ISBN number, Basundhara, has been published.
Continue with the e-journal and e-book facilities for the faculty members and the students.	College library continues with the subscription of N-List e-journals and e-books provided by Infflibnet for the easy access of e-journals and e-books to our faculties and students.
Increase social and environmental awareness amongst the students.	Various important days and weeks were observed to promote social and environmental awareness among the students.
Monitoring and implementation of various academic activities.	Regular assessment of all academic activities is done through various TC meetings and necessary measures are taken to ensure correction of flaws if any.
Orientation program for the students.	Orientation program for the newly admitted students was organized to make them aware of the various academic activities of the college and to let them know about the various scholarships and other facilities provided by the college for the welfare of the students.
Outreach programs.	Blood donation camp was successfully carried out by the NSS and NCC units of the college.

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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	25-Jul-2023

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	04-Jan-2019
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17. Does the Institution have Management Information System ?	Yes
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<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>• Our college website plays a great role in highlighting every academic aspect of our institution such as academic details of the faculty members, date of admission/enrolment in B.A./B.COM course, date of commencement of classes, date of submission of registration form, date of internal examination, date of examination form fill up, date of commencement of University examination, date of publication of university result etc. One can also find out the academic calendar in the website. • Besides the college website, our institution has a strong management information system through which many important things of the institution like filling up the admission form, merit list publication, students' counselling during the admission, fees collection for admission, getting access to international journal, payment of salaries to employees etc. are done. All these things are done through computerized system and to implement the aforesaid aspects our college use different types of software. Sometimes the college give the responsibility to a vendor to do the things smoothly. A Kolkata based vendor, Rupantar, is now assigned with the task of conducting the entire admission process through online mode. • Students information system: students of our institution are informed about their exam related notice, routine, syllabus, result etc. through our website as well as from our college notice board. The faculty members also upload important study materials for the benefit of their students in concerned whatsapp group. • Again, Human Resource Management System (HRMS) is an integrated system to capture the Service particulars of an employee from day one of the service till the end of the service. Depending on the service information, HRMS generates the monthly salary bill of employees by the concerned</p>
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Drawing and Disbursing Officers and our institution is no exception in this regard. The monthly salary bill of the employees of this institution are also generated by the HRMS. • Tuition Fees, Exam. fees etc. are also collected through online mode for transparency and accuracy. • Automated library: we are on the way to have a fully automated library. Circulation, cataloguing, patrons, online public access catalogues, serials etc. is done through a software KOHA. We also come to know the number of books in our library through this software. In fact Soul was replaced by the sophisticated software KOHA in 2017 which has been purchased from West Bengal Library Association. • The institution prepares fully automated financial statement as well.

## 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

The college which is affiliated to the University of Kalyani does not have the right to interfere with the framing of the syllabi but the university organizes workshops for the reconstruction of syllabi in which the faculty members of any college can participate positively. Our college follows a specific procedure to record the minute implementation of the prescribed syllabus in the teachers' diary as well as in the students' diary. The academic calendar which is prepared at the beginning of each year by an academic subcommittee in consultation with the IQAC specifies the date of admission/Enrolment of B.A/B.com students, date for commencement of classes of each academic session, date of submission of Registration form and test examinations and the publication of result of the test examinations, the date for examination form fill up, the tentative date for commencement of university examinations, the tentative date for the publication of the University examinations and the holiday list. The faculty members record their attendance and other academic duties performed in the college in their "Personal Academic Diary or Work Diary" which is checked and signed by our Head of the institution duly at the end of each month. "Departmental Notebook" is also maintained by each department to record the proceedings of each departmental meeting and its resolutions. Our academic affairs committee, IQAC, and Teachers' Council maintain and prepare the central academic routine. In our college, except the basic regular classes, there are classes allotted for personality development, soft skill, extempore, quizzing and other extracurricular activity for each department. We emphasize to conduct ICT based classes with smart equipment and techniques. Relevant movies are screened, especially, for the students of Humanities. Various field-based studies are conducted as well throughout the year. As our main focus is to the all-round development of our students, all the departments follow strictly the academic calendar. Along with it, the IQAC discusses and considers the overall feedback of the students of our college for the syllabus implementation and their overall development. In the syllabus, there is a golden opportunity for the students to choose the Generic Elective subjects from the vast syllabi of different streams which can enhance their knowledge, inner confidence and wisdom which is the main purpose of education. One of the main criteria for learning is also to prepare the students for their career, and the syllabus has been designed considering all the main criteria for learning. Our college also organizes various programs on career development for the students. With the financial aid from the UGC, we encourage and motivate the students to follow less conventional ways to fulfil their dreams along with the formal education. We encourage the students to become computer savvy considering the demand of the age. We always try to find a specific way out by moulding the humanitarian and career-based features of the curriculum in these respects.

##### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					
<b>1.2 - Academic Flexibility</b>					
1.2.1 - New programmes/courses introduced during the academic year					
Programme/Course		Programme Specialization		Dates of Introduction	
No Data Entered/Not Applicable !!!					
No file uploaded.					
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	
BCom		Accountancy		01/07/2018	
BA		Bengali		01/07/2018	
BA		English		01/07/2018	
BA		Defence Studies		01/07/2018	
BA		Economics		01/07/2018	
BA		Education		01/07/2018	
BA		Geography		01/07/2018	
BA		History		01/07/2018	
BA		Physical Education		01/07/2018	
BA		Political Science		01/07/2018	
BA		Sanskrit		01/07/2018	
BA		Sociology		01/07/2018	
1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year					
Certificate		Diploma Course			
No Data Entered/Not Applicable !!!					
<b>1.3 - Curriculum Enrichment</b>					
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	
No Data Entered/Not Applicable !!!					
No file uploaded.					
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		Socio-economic survey at Shillong, Meghalaya		19	
<a href="#">View Uploaded File</a>					
<b>1.4 - Feedback System</b>					
1.4.1 - Whether structured feedback received from all the stakeholders.					
Students				Yes	
Teachers				Yes	
Employers				Yes	
Alumni				No	
Parents				Yes	

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

#### Feedback Obtained

On regular basis, the college collects feedback, which is very important for the academic development of the college. The feedback is collected by using questionnaire method duly framed and approved by the IQAC. We call this report of feedback as "Students Output Survey". The feedback is collected through online and offline mode and uploaded to the college website. With the help of IQAC and with the suggestion and advice of our Principal, we analyze the given feedback. Our Grievance Redressal Cell puts an eye on each and every necessary and valuable suggestions and consider those suggestions for the improvement of the qualitative journey of our college by identifying and rectifying the drawbacks and the negative aspects which are quite common. All the feedback procured by our college is utilized for the overall development of our institution. A. STUDENTS' FEEDBACK: It is the duty of the students to assess the overall quality of the teaching-learning process. They can evaluate the teaching of the teachers, the utility of student-centric learning methods and other aspects which are related to their academic career. Their feedback is analyzed on the basis of class, subject, motivation and smart works. These aspects can be categorized as the chalk and talk method or lecture method, smart classes, use of audio-visuals in the classes, authentic book reading in the library, use of teaching-learning aids such as, charts, models, maps, periodic tables, PPTs, punctuality of the teachers and the proper environment in the classes. Their report of feedback is called Students Output Survey. Students always look forward for their future career. So with the newly-introduced CBCS pattern of syllabus, it is our duty to prepare our students competent for their future employment. We all know that India is a great source of human resource and our college always endeavour to promote and organize workshops, seminars, field visits, library orientation programs, outreach programs, internship etc., for the development of our students. The students expect a better students' common room and canteen facility. As a result, we are taking necessary steps to improve the condition of common rooms and the facilities of canteen by maintaining proper hygiene. B. TEACHERS' FEEDBACK: Thirty-four teachers participated in this feedback process. All the respected teachers of our institution engaged themselves in this output process. They put forward their opinions regarding the teaching of some relevant and irrelevant topics in honours courses, GE syllabus and on the availability of the proper textbooks. So, in our library we provide sufficient texts and reference books on those topics which are being taught in our college. Various concepts and ideas put forward by the teachers for the future career of the students are always valued and welcomed by our institution because they are responsible for the moulding and guiding our students in right directions.

### 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
BCom	General	399	10	4
BCom	Accountancy (Honours)	315	26	14
BA	General	3900	2034	1136
BA	Bengali (Honours)	510	410	300
BA	Education (Honours)	270	307	145
BA	English (Honours)	300	405	114
BA	Geography (Honours)	165	324	113
BA	History (Honours)	270	267	113
BA	Political Science (Honours)	210	178	84
BA	Sociology (Honours)	195	43	24

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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
2018	2047	Nil	10	Nil	Nil

### 2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	34	5	3	2	5

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

Each year our mentor-mentee counselling classes are taken place at-least twice by each department. First one is held at the end of the 1st mid-term test during the first phase of academic year i.e., from the end of November to the end of December. The next one is held at the end of the second mid-term test which usually falls during the end of April i.e., during the second phase of each Academic year. However, a central counselling program for the students of 1st year B.A./B.Com. of current Academic Session is conducted by the college authority through verification of their candidature at the beginning of each Academic Session. Some departments communicate regularly with the guardians over phone and inform them about the performance of their wards. Already we have mentioned that majority of our students come from low socio-economic strata. Their parents have to remain engaged in earning their daily bread. As a result, they do not get enough time to appear in the parent-teacher meetings. We try to solve this problem over phone. In addition to it, both the students and their parents can discuss their problems on different issues and problems with the teachers during their off periods. Above all, the college authority remains eager always to solve the different problems of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2047	10	1:205

### 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
16	10	6	Nil	3

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
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No Data Entered/Not Applicable !!!

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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	Honours	Part-III	08/04/2019	02/07/2019
BA	Honours	Part-II	04/07/2019	14/09/2019
BA	Honours	Semester-I	21/12/2018	04/04/2019
BA	Honours	Semester-II	29/07/2019	24/10/2019

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

• Different committees have been constituted to supervise and monitor the evaluation activities of the college. Each committee is headed by a convenor (e.g., Examination Committee Sem-I/II, Part-II and Part-III, Academic Committee). Each committee is assigned with the task of conducting the different examinations. This is our first step to set up a Continuous Internal Evaluation (CIE) system at the institutional level. •However, keeping in mind the fact that the students of 3rd year honours get less time to complete their scheduled syllabus, the single mid-term test is taken during the month of December of each Academic Session. •Some departments (like, Geography, Commerce, Physical Education, Defence Studies) conduct practical examinations for their honours students as per the schedule provided by the Controller of Examination of the University of Kalyani. Entire process is scientific and transparent. •Various academic interactive programmes like quiz, debate, student seminar, drawing and poster competition on current affairs, project report on environmental studies, field study, survey, workshop etc. are organised in the college to assess the performances of students.

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

Academic Calendar is the illustration of schedule activities of the HEI in each academic session. The Academic Calendar of the College remains attached to the notice book in the staff room, on the notice board hanging on the wall at the entrance of college gate and on the college website. The schedule for evaluation is provided by the Academic Calendar. A comprehensive academic calendar is prepared by the Academic Committee consisting of the Heads of each department, members of IQAC in consultation with the Principal. This calendar highlights the mission and vision of the college, rules and regulations of the college and other information such as schedule for admission process, schedule of regular classes, tutorial, practical and remedial classes, probable dates for the class tests and mid-term tests, schedule for counselling sessions, university examinations, list of holidays and vacations, etc. Along with these things, Academic Calendar also incorporates information on various academic projects, outreach activities throughout the year, dates for different programmes, annual observance days, awareness programmes, plantation programme, sports and special events etc. The college prospectus, academic calendar, college routine, institutional notifications and various circulars of the affiliating University are circulated amongst the faculty and students in order to include all the stakeholders into the process of CIE of HEI and to make it collaborative.

## 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)

**No Data Entered/Not Applicable !!!**

### 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
Part-III	BCom	Honours	2	2	100.0
Part-III	BCom	General	0	0	Nil
Part-III	BA	Honours	164	145	88.4
Part-III	BA	General	62	31	50.0

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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)

**No Data Entered/Not Applicable !!!**

## 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		
No Data Entered/Not Applicable !!!						
No file uploaded.						
<b>3.2 - Innovation Ecosystem</b>						
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		
No Data Entered/Not Applicable !!!						
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		
No Data Entered/Not Applicable !!!						
No file uploaded.						
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	
No Data Entered/Not Applicable !!!						
No file uploaded.						
<b>3.3 - Research Publications and Awards</b>						
3.3.1 - Incentive to the teachers who receive recognition/awards						
State	National		International			
No Data Entered/Not Applicable !!!						
3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department			Number of PhD's Awarded			
No Data Entered/Not Applicable !!!						
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	English	3		Nill		
National	Education	1		Nill		
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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			
Bengali			3			
English			1			
History			1			
Political Science			2			
<a href="#">View Uploaded File</a>						
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
No Data Entered/Not Applicable !!!						
No file uploaded.						

## 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
No Data Entered/Not Applicable !!!						
No file uploaded.						

## 3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	1	Nil	Nil
No file uploaded.				

## 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the activity	Award/Acknowledgement	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency /collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

## 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!			

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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				
11.73					14.09				
4.1.2 - Details of augmentation in infrastructure facilities during the year									
Facilities								Existing or Newly Added	
Campus Area								Existing	
Class rooms								Existing	
Laboratories								Existing	
Seminar Halls								Existing	
Classrooms with LCD facilities								Existing	
Seminar halls with ICT facilities								Existing	
Value of the equipment purchased during the year (rs. in lakhs)								Newly Added	
<a href="#" style="color: blue; text-decoration: underline;">View File</a>									
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			3.22.10		2017		
4.2.2 - Library Services									
Library Service Type		Existing		Newly Added		Total			
Text Books		11378	874998	202	90980	11580	965978		
Reference Books		5118	567301	91	43702	5209	611003		
Journals		11	6860	Nill	Nill	11	6860		
Digital Database		1	6000	Nill	Nill	1	6000		
<a href="#" style="color: blue; text-decoration: underline;">View File</a>									
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		
No Data Entered/Not Applicable !!!									
No file uploaded.									
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	27	2	4	0	1	13	11	30	3
Added	1	1	0	0	0	0	1	0	0
Total	28	3	4	0	1	13	12	30	3
4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)									
30 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		
NA	<a href="http://www.rdkcollege.in">http://www.rdkcollege.in</a>		

#### 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 incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

##### 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)

Our institute constitutes laboratory for Geography as it regulates the Arts and Commerce stream as Science lab is in the pipeline. Except this for the recreational level we fulfill our target in getting success in numerous sporting events in district and university level competitions. In the nutshell and progress level we have built up indoor sporting arena, multigym to motivate the students. Our annual sporting event is always a success as it is a base which develops the superstructure. With all these our pride is our library as the books and amenities we provide for our students and faculties. The rare reference books we provide along with the texts regarding the C.B.C.S mode syllabus. Maintaining the ideal 'chalk and talk method of taking or producing classes, our institution develops the smart classroom with projectors and computers. To make the students understanding the texts our faculty members arrange movies regarding those. For the language based classes basically of English we bring on ESL Megapack based English courses which suits them regulating their syllabus. Above all the workshops and seminars are being organized, with several cultural events like Vasantatsav, Rabindra Jayanti celebration to envelope us as a dignified, revered institution.

<http://www.rdkcollege.in>

### 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	SVMC, SC/ST/OBC, Kanyashree	640	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[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 implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	05/12/2018	45	R.D.K.College
Remedial Coaching	06/06/2019	40	R.D.K.College
Workshop on Spoken English	27/06/2019	41	R.D.K.College

[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 passed in the comp. exam	Number of students placed
------	--------------------	----------------------------------------------------------	--------------------------------------------------------------	------------------------------------------------------	---------------------------

2019	One Day Workshop on Personal Counselling	Nil	64	Nil	16	
<a href="#">View File</a>						
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		
No Data Entered/Not Applicable !!!						
5.2 - Student Progression						
5.2.1 - Details of campus placement during the year						
On campus			Off campus			
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed	
No Data Entered/Not Applicable !!!						
No file uploaded.						
5.2.2 - Student progression to higher education in percentage during the year						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to	
2019	140	UG (Hons./Prog.)	Arts, Commerce	KU, CU, JU, RBU etc.	PG, B.Ed., D.El.Ed. etc.	
<a href="#">View File</a>						
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					
No Data Entered/Not Applicable !!!						
No file uploaded.						
5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year						
Activity		Level	Number of Participants			
Annual Sports		College	251			
Aranya Saptaha		College	84			
Blood Donation Camp		College	86			
Campus Cleaning Programme		College	89			
Health Checkup Camp at Adopted Village		College	110			
Rabindra Jayanti		College	86			
<a href="#">View File</a>						
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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Kabaddi Champion (Sports Promotion Organisation of India)	National	2	Nil	2018BAP1940	Sima Khatun

<a href="#">View File</a>								
5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)								
<p>The Student Council of the college always takes active role to ensure overall development of the college. It plays an important role to organize different cultural programmes and to observe important days such as Saraswati Puja, Republic Day, Rabindra Jayanti, Basanta Utsav, Womens Day celebration, College Social Function, Independence Day, Netajis Birth Anniversary etc. in the college campus. Participation of the students in various programmes helps them in developing their organizational skills. They actively participate in Mock Parliament and in different other competitions organized by the different departments of the college. The representatives of the students communicate different issues related to the academic and administrative affairs of the college to the Head of the institution and to the IQAC.</p>								
<b>5.4 - Alumni Engagement</b>								
5.4.1 - Whether the institution has registered Alumni Association?								
No								
5.4.2 - No. of enrolled Alumni:								
No Data Entered/Not Applicable !!!								
5.4.3 - Alumni contribution during the year (in Rupees) :								
No Data Entered/Not Applicable !!!								
5.4.4 - Meetings/activities organized by Alumni Association :								
No Data Entered/Not Applicable !!!								
<b>CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>								
<b>6.1 - Institutional Vision and Leadership</b>								
6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)								
<p>The institution has different sub-committees like Academic, Sports, Cultural, Admission, NAAC, IQAC etc. towards the decentralization and participative management. The functioning of the participating management system is evident through the democratic nature of the governance as the principal and convenors of various committees take decision regarding implementation of any policy after the consultation of the members and stakeholders in meetings. Even the strategies and planning are run through Purchase and Finance Sub-committees before allocation of funds and utilisation of resources.</p>								
6.1.2 - Does the institution have a Management Information System (MIS)?								
Yes								
<b>6.2 - Strategy Development and Deployment</b>								
6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Strategy Type</th> <th style="width: 75%;">Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 10px;">Teaching and Learning</td> <td style="padding: 10px;">Students are identified as advanced and slow learner through interaction in the class. Various initiatives are taken by the college to enhance participative and experiential learning by arranging seminar, workshop, extra curricular activities, sports and cultural events, field trips, extension activities etc. Well equipped library, ICT enabled classroom improves teaching learning. Special effort to complete the syllabus within time.</td> </tr> <tr> <td style="text-align: center; padding: 10px;">Examination and Evaluation</td> <td style="padding: 10px;">The evaluation process of the college has been made keeping the benefit of the students in mind. The college tries to maintain transparency in continuous evaluation system.</td> </tr> <tr> <td style="text-align: center; padding: 10px;">Research and Development</td> <td style="padding: 10px;">The college has a research and development cell. The cell proposes to publish regularly a research oriented edited book named BASUNDHARA once in a year. The college Library is also registered under N-LIST which is also very helpful for research.</td> </tr> </tbody> </table>	Strategy Type	Details	Teaching and Learning	Students are identified as advanced and slow learner through interaction in the class. Various initiatives are taken by the college to enhance participative and experiential learning by arranging seminar, workshop, extra curricular activities, sports and cultural events, field trips, extension activities etc. Well equipped library, ICT enabled classroom improves teaching learning. Special effort to complete the syllabus within time.	Examination and Evaluation	The evaluation process of the college has been made keeping the benefit of the students in mind. The college tries to maintain transparency in continuous evaluation system.	Research and Development	The college has a research and development cell. The cell proposes to publish regularly a research oriented edited book named BASUNDHARA once in a year. The college Library is also registered under N-LIST which is also very helpful for research.
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Research and Development	The college has a research and development cell. The cell proposes to publish regularly a research oriented edited book named BASUNDHARA once in a year. The college Library is also registered under N-LIST which is also very helpful for research.							



Library, ICT and Physical Infrastructure / Instrumentation	The college has a Library. Out of 16 classroom there are three ICT enabled classrooms. The college dedicated internet connection to provide support to the ICT enabled teaching-learning and administrative activities.
Admission of Students	The students are admitted through online mode under the supervision of admission committee which comprises of both teaching and non-teaching staff. The entire process is mobile friendly and students can complete the entire process including payments through their mobile phone. The students first come to college on the day of commencement of classes and physical verification is conducted on the same day. All student support during admission is offered through online mode.

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

E-governance area	Details
Planning and Development	The college website has made mobile friendly. All data base generated from the admission process are highly instrumental for taking appropriate programmes on planning and development. The college has provide unique ID for all the students. Also the student has online profile in the library. Scholarship and stipends for the students have been done online.
Administration	Administration is run by wholly our Governing body in collaboration with different statutory bodies like Finance sub-committee, Teachers Council, IQAC etc. Any Change in administration is initiated through Governing body on recommendation and suggestion from various sister bodies.
Finance and Accounts	The entire Finance and Accounts of the college are integrated under computerised financial accounting system. The major advantage gained by the college was proper maintenance of the ledger book online, bank reconcile statement, voucher record, balance sheet, income expenditure record, receipt payments and other financial aspect. All the parameters can be visible at a glance. The entire admission fees payment by the student was made online using payment gateway.
Student Admission and Support	The total admission process (including help desk activities) is through online system only. And the student report to the college on the day of commencement of the classes. This has successfully solved various admission related problems.
Examination	College arranged class test at regular interval. Test examination are conducted before the university examinations.

#### 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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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)
No Data Entered/Not Applicable !!!						
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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
Leadership Programme, organised by Aligarh Muslim University, Murshidabad Campus, West Bengal	1	10/09/2018	13/09/2018	4
Refresher Course in Bengali, organised by UGC-HRDC, Calcutta University, Kolkata, West Bengal	1	10/09/2018	01/10/2018	21
Refresher Course in Economics, organised by UGC-HRDC Rajasthan University, Jaipur, Rajasthan	1	03/12/2018	22/12/2018	21

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

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

#### 6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
RDK College Employees Cooperative Society Ltd., Timely approval of leaves, PF contribution and Group insurance.	RDK College Employees Cooperative Society Ltd., Timely approval of leaves, PF contribution and Group insurance, Festival bonus	Free Studentship, Student Health Home, various student scholarship

### 6.4 - Financial Management and Resource Mobilization

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

The college conducts internal and external audit for each financial year. The internal audit is carried out with the assistance of account section under the guidance of Bursar, Accountant and Head Clerk. All the financial details are minutely studied by the Auditor and recommendations are provided. The college takes special care to implement the recommendations from the next financial year. The external/statutory auditor is appointed by the Department of Higher Education, Govt. of West Bengal.

#### 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
No Data Entered/Not Applicable !!!		

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#### 6.4.3 - Total corpus fund generated

2124453

### 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	Nil	Yes	Nil
Administrative	Yes	Nil	Yes	Nil

#### 6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

NA

#### 6.5.3 - Development programmes for support staff (at least three)

1. Training Programmes to enhance skill 2. Festival Bonus 3. Group insurance

## 6.5.4 - Post Accreditation initiative(s) (mention at least three)

1. Infrastructure development for more class rooms, 2. Modernisation of Library Facilities, 3. Play ground reconstruction 4. Digitization of books in library and accession of books through remote access KOHA. 5. Development of indoor sports and gym facilities. 6. Green campus initiative for more and more plantation

## 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
No Data Entered/Not Applicable !!!					
No file uploaded.					

**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
Health Awareness Programme for Women	22/08/2018	22/08/2018	68	17
Seminar on Gender Sensetisation	21/12/2018	21/12/2018	72	18
Women's Day Celebration	08/03/2019	08/03/2019	51	14

## 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
<ul style="list-style-type: none"> <li>Green Audit has been done under the banner of NSS unit of the college. Some rare trees and plants are marked for proper preservation.</li> <li>Herbal garden has been properly maintained by the students of the college. Prof. Pranab Biswas of the department of Environmental Sciences has taken adequate initiative to nurture those herbal plants with the help of NSS volunteers of the college.</li> <li>Power saving LED lights have been installed in the college campus to minimize electricity consumption.</li> <li>The college campus is declared as plastic free zone. The college canteen now serves tea in paper cups and has totally banned plastic cups.</li> </ul>

## 7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Provision for lift	No	Nil
Ramp/Rails	Yes	12
Braille Software/facilities	No	Nil
Rest Rooms	Yes	12
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

## 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
No Data Entered/Not Applicable !!!							
No file uploaded.							

## 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 Data Entered/Not Applicable !!!		

## 7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Aranya Saptaha	14/07/2018	20/07/2018	153
Celebration of Independence Day	15/08/2018	15/08/2018	78
Celebration of Republic Day	26/01/2019	26/01/2019	92
Celebration of International Mother Language Day	21/02/2019	21/02/2019	243
Celebration of World Water Day	22/03/2019	22/03/2019	96
Celebration of Rabindra Jayanti	09/05/2019	09/05/2019	285

[View File](#)

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

• To make nature one of the priorities, our institution focuses on the tree plantation not only inside of our college but also outside of it as several plantation programmes organised in our nearby localities. • We provide proper waste bins to and fro to make our campus clean and clear which also justifies the motto of our institution. • Smoking and using plastics like carry bags and other things made of plastic has been nullified from our college arena. • We always plan to do the proper gardening in our college campus with seasonal flowers as well as with some medicinal plants and herbs. We are now focusing to make an orchard even to provide an eco-system. • Leading a life hygiene is our motivational thought which we provide to our students in their life. Hence even in their private life they can maintain that and inspire others to do the same. • So many energy saving lights in our college have been installed and we are aiming to evolve better way installing solar panes in future.

## 7.2 - Best Practices

## 7.2.1 - Describe at least two institutional best practices

BEST PRACTICE BY THE COLLEGE BEST PRACTICE: 1 1. Title of the Practice: Environmentally Conscious Campus. 2. Objectives of the Practice: The main objective is to remain environmentally conscious in our everyday life. Our college is rural in nature and is situated in the lap of nature - in a green landscape and the College boasts of it. We are gradually being alienated from our culture and philosophy. As the Poet Wordsworth has said, "The World is too much with us". We are all engaged in the race of money-making. Hence, within our small and limited area of workplace we want to establish the altar of the Goddess Nature and worship her by instilling environmental values in the minds of our students. The greenery of our college is maintained on a regular basis. That's why we are choosing this practice once again as one of the Best Practices of our College. 3. The Context: We have tried to make our college such a place where only eco-friendly practices can be followed. We are becoming very much indifferent about environmental issues and getting ourselves engaged in degrading the environment forgetting all about sustainable development, and, as a result, the environment is also taking its revenge for the unscientific, crazy and ill-motivated deeds of mankind and we are witnessing many environmental hazards. 4. The Practice: To educate our students and people about environment, we left no stone unturned. i) The entire college campus is turned into a 'No Smoking Zone.' ii) The college campus is a 'Plastic Free Zone' i.e., carry bags below 20-micron thickness is banned within the premises. iii) Every year we plant saplings in our premises. This year we have planted the saplings on 05.06.2019 in the campus. iv) We have flower garden for beautification of the campus. v) We have herbal garden too. vi) We have a compost pit where organic manure is prepared and used in garden. vii) We use LED/CFL Bulbs and Tubes for lightening purpose. viii) Most of our students and faculty members use bicycle or public transport vehicle to reach college. ix) We have installed several dustbins at different places of the campus in order to collect waste. 5. Evidence of Success: i) Most of our staff left the habit of smoking. ii) We have almost driven out plastic from our college. The tea supplier has been forbidden to supply tea in a plastic cup. He now uses paper cup instead. iii) Our campus is a huge store house of oxygen as trees reduce carbon dioxide by converting it into

oxygen. iv) Daily we collect garbage systematically to keep our campus clean. Flower garden causes a soothing effect on our eyes. v) Herbal Garden reminds us about our rich heritage of Ayurveda. vi) We have replaced all filament bulbs by LED tubes and bulbs. vii) We put emphasis on walking on foot and to use public transport while commuting. 6. Problems Encountered and Resources Required: i). The major problem encountered in implementing this practice was to change the mindset of the people associated with the College. But due to the persistent effort of a few teachers and a handful of students, we have become successful to improve the environment of our college. ii). Still, we are trying to make our students properly aware and conscious about the various environmental aspects and laws by observing World Environment Day, Aranya Saptaha and by arranging different seminars and workshops on environment and we believe that all the people associated with this college will happily follow the rules and regulations associated with the conservation of environment if they become aware about various environmental issues including wild life and various types of pollutions. iii). We put emphasis to create eco-friendly atmosphere in the campus and make the students aware about sustainable development. BEST PRACTICE: 2 1. Title of the Practice: Online Admission Procedure 2. Objectives of the Practice: Online admission process has been initiated from the academic session 2017-2018 for the purpose of reducing errors, manual labour and making admission system easy. In spite of the initial reservations, the online Admission Process has turned out to be a complete success. This has indeed lessened the rigorous labour involved in the offline Process. 3. The Context: After much deliberations, debates and discussions, the online admission process finally started its journey in 2017-2018 academic session. In this process, all admission related notifications are uploaded in the college website. As soon as the results of Higher Secondary Examinations of different Councils are published, the college notifies the dates in which the applicants can submit the online application forms. Forms can be submitted only through online mode in the college website - <http://www.rdkcollege.in>. After online submission the students take printouts of their application form and "challan" to pay the requisite fees at any branch of the designated bank of State Bank of India. The technical side of this online admission process is maintained by a competent outsourced agency. The admission committee monitors the entire process. The entire Merit Panel is prepared and published online. 4. Evidence of Success: In spite of the initial reservations, the complete online admission process has turned out to be a complete success. This has indeed lessened the rigorous labour involved in the offline process. The process has become smoother with less requirement of man-power. It has also become less time-consuming for both the college staff and the students. 5. Problems Encountered and Resources Required: Initially, there were reservations from all quarters, for opting admission process completely online. It was argued, not without some justifications, that students in remote areas cannot access internet and hence it would not be advisable to turn the entire admission process online. However, it was decided in several meetings, both with the staff and the student representatives that this problem can be minimized if help desk facilities can be introduced in the college. Moreover, it was argued that, while the students can come to the college and collect and submit forms, they could also go to any cyber-café in the city to access the internet. The help desk facilities are made available in college campus. The college called a meeting with the officials of SBI and it was decided that the applicants can submit application fees to any branch of the bank.

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

### 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

RESPONSE: VISION: The specific visions as set by the Institution are: 1. Achieving excellence in arts and commerce education. 2. Extending the scope for getting higher education in backward and border areas. 3. Creating equal opportunities for higher education, especially for the first-generation learners who mostly come from minority communities, scheduled caste and scheduled tribes and other backward communities in the nearby remote, backward and border areas. 4. Giving enough scope for higher education among the girls. 5. Empowering the youth of the locality for getting jobs and being self-employed. 6. Enabling the young generation to enroll themselves for Post Graduate/B.Ed./MBA/CFA/ICWA/CA course or to appear in the competitive examinations where a Bachelor degree is the minimum requirement. MISSION: Rani Dhanya Kumari College is committed to the cause of empowerment of rural youth by providing the assistance to get access to higher education, which will enable them to develop as intellectually bright and socially responsible citizens desirous of continuous

personal, social, moral and professional upliftment. **INTEGRITY FORMATION COMMUNITY FEELING DEVELOPMENT:** Awareness on National integration is fostered through talks and seminars related to the nation building of the nation and National Days are observed by NSS and NCC volunteers of the college. Extension activities and outreach programmes are also conducted to foster patriotism among the students. **STRIVE FOR TRUTH AND SERVICE:** We provide quality education to our students. Integrity and transparency are reflected in all the endeavours of the institution from the admission process to the conferment of degrees. The institution stands for humanity, for tolerance, for reason, for the cultivation of new students' friendly ideas and for the striving for truth. For this we create an environment that fosters teamwork, cooperation and mutual support. The institution believes in the policy of inclusion and promotes the nation building qualities of equality, justice and fraternity.

Provide the weblink of the institution

### 8.Future Plans of Actions for Next Academic Year

As our motto is to enhance academic excellence with future progress for the students, our college has been taking numerous encouraging steps on behalf of this. • Situating at a massive, convenient communicational juncture, our college accommodate umpteen students focusing on their mind and future success. As they come from remote areas, we have opened the canteen or refreshment facility for them. • We know in modern era English as a language as a need, so we are plan to open a language lab which would be benefit for them. • Beside these we are focusing to build up a career counselling cell to provide the students valid advice and path finding courses directing them towards their bright future. • We have strong base or foundation of NSS and NCC Units. These emphasize on the moral values and stress to become proper human being with human emotions. So our aim is to build a grand project regarding these in near future. • Another target we are to implement in near future to build up the gamesmanship sportsmanlike attitude reviving our adjacent college field into a proper playground as we have a traditional success story in different sporting events.