Yearly Status Report - 2019-2020

<table>
<tr><td colspan="2" align="center">Part A</td></tr>
<tr><td colspan="2">Data of the Institution</td></tr>
<tr><td>1. Name of the Institution</td><td>RANI DHANYA KUMARI COLLEGE</td></tr>
<tr><td>Name of the head of the Institution</td><td>Dr. Ajoy Adhikari</td></tr>
<tr><td>Designation</td><td>Principal</td></tr>
<tr><td>Does the Institution function from own campus</td><td>Yes</td></tr>
<tr><td>Phone no/Alternate Phone no.</td><td>03483255330</td></tr>
<tr><td>Mobile no.</td><td>9434315508</td></tr>
<tr><td>Registered Email</td><td>rdkcollege@yahoo.com</td></tr>
<tr><td>Alternate Email</td><td>adr.ajoy@yahoo.com</td></tr>
<tr><td>Address</td><td>Jiaganj</td></tr>
<tr><td>City/Town</td><td>Jiaganj</td></tr>
<tr><td>State/UT</td><td>West Bengal</td></tr>
<tr><td>Pincode</td><td>742123</td></tr>
<tr><td colspan="2">2. Institutional Status</td></tr>
<tr><td>Affiliated / Constituent</td><td>Affiliated</td></tr>
<tr><td>Type of Institution</td><td>Co-education</td></tr>
<tr><td>Location</td><td>Rural</td></tr>
<tr><td>Financial Status</td><td>Self financed and grant-in-aid</td></tr>
<tr><td>Name of the IQAC co-ordinator/Director</td><td>Md. Nazmul Islam</td></tr>
<tr><td>Phone no/Alternate Phone no.</td><td>03483255330</td></tr>
<tr><td>Mobile no.</td><td>9434181184</td></tr>
<tr><td>Registered Email</td><td>rdkcollege@yahoo.com</td></tr>
<tr><td>Alternate Email</td><td>nazmul.mgc@gmail.com</td></tr>
</table>

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://www.rdkcollege.in/downloads/2-64C23050212AF.pdf**

4. Whether Academic Calendar prepared during the year	**Yes**

if yes,whether it is uploaded in the institutional website: Weblink :	**http://www.rdkcollege.in/downloads/10-64DC76FD505BA.pdf**

5. Accrediation Details

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**

6. Date of Establishment of IQAC	**19-Jan-2012**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	**Date & Duration**	**Number of participants/ beneficiaries**
Aranya Saptaha	**20-Jul-2019 1**	**425**
Career Development Programme	**10-Nov-2019 1**	**84**
Inter College Games and Sports	**13-Nov-2019 1**	**23**
First Aid Training Programme	**20-Mar-2020 1**	**55**

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status /'.$instdata->upload_special_status)}}}

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

Institution/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept. of Higher Education, MHRD	**RUSA 2.0 Upgradation of Existing Degree College to Model College**	**RUSA**	**2019 730**	**20000000**

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**

Upload latest notification of formation of IQAC	**View Link**

10. Number of IQAC meetings held during the year :	**4**

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	**View Uploaded File**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

a) Several teachers and scholars from different colleges and universities have submitted their articles to publish in the 2nd volume of ISBN numbered book 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 editing. b) 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 seminar 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. c) Orientation Programme for the newly admitted students has been organised by the IQAC like previous years to make them aware of their syllabus, curricular academic sessions, examinations, facilities (such as various scholarships) and various activities other than academic activities of the college in which they can participate. d) Academic Calendar prepared by the Secretary Teachers Council has been accepted by the IQAC and duty notified in the classroom. The soft copy of the academic calendar has also been displayed in the college website. e) A Career Development Programme on 10.11.2019 has been organised by IQAC of the college in association with B.Sc. Academy, Berhampore. It aimed at developing job awareness amongst the students by making them aware of Various Scopes in govt. and Nongovt. Sectors.

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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
As our motto is to make our admission procedure transparent and effective we always take task of upgradation into our technical area so that the students must secure themselves in an non hesitant arena.	The existing online admission procedure which was initiated from the academic session 201718 has been reviewed and to make it more effective and transparent, the existing procedure has been upgraded. This process has neen a huge success and fruitful for the students as well as for the upcoming years.
Successfully the CBCS system has been achieving it's goal for the students	Session to session monitoring has been going on to make the CBCS system as a success.
Increase Research and Publication facilities for the faculties. The relevant faculty members of our institution have participated in the UGC Sponsored Refresher's Course and different seminars and workshops.	ISBN numbered book, Basundhara, has been published. Different theoritical and practical research orientations make it's path through our institution.
Encourage outreach programs with positive feedback amd responses	We encourage our students and common local people to donate blood as we plan to do a blood donation motivational camp with our NSS and NCC unit where the Director of Blood Bank Lalbagh makes them realise on why should we donate blood. Every year it's been a success story of our college.

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	23-Sep-2023

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	06-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	• Our college website highlights every academic aspect of our institution such as academic details of the faculty members, date of enrolment in B.A./B.COM courses, date of commencement of classes, date of submission of registration form, date of internal examination, date of form fill up, commencement of University examination, date of publication of result etc. One can also find out the academic calendar in 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, fees collection for admission, getting access to international journal, payment of salaries to employees etc. are conducted. All these things are done through computerized system and to implement the aforesaid aspects our college uses different types of software. The college outsources the responsibility to a vendor to get the things done smoothly in time. At present, a Kolkata based vendor, Rupantar, is assigned with the task of conducting the entire admission process through online mode. • Students 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 the concerned Whatsapp groups. Along with Whatsapp notifications, the students also receive SMS updates for every crucial activity of the college through their registered mobile number. The college has also opened a Telegram Group through which all necessary informations are beings circulated among the students. • Human Resource Management System 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 Drawing and Disbursing Officers and our institution is no exception in this regard. The monthly salary bill of the employees of this institution is also generated by the HRMS. • Tuition Fees, Exam. fees etc. are also collected through online mode for transparency and accuracy. At the time of admission, every student gets a unique ID through which they can enter college portal to make payment online in time and avail their payment status at any point of time from anywhere. • We are on the way to have a fully automated library. Circulation, cataloguing, patrons, online public access to catalogues, serials etc. are 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. Each and every student of the college gets admission through Student Management System and can perform all activities like their registration, payment of all fees, change of subject. Applications for all fellowships/scholarships are done online by students. Students receive all the updates time to time through SMS.

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 directly. 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 their 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 etc. 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 activities for each department. We emphasize to conduct ICT based classes with smart class 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 !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accountancy	01/07/2018
BA	Bengali	01/07/2018
BA	English	01/07/2018
BA	Defence Studie	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 !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Socio-economic Survey at Sillery Gaon, a Himalayan Village in the District of Kalimpong, West Bengal	24

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1.4 – Feedback System

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 regularly analysed and the result 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 analysis of 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	18	7

BCom	Accountancy (Honours)	315	21	13
BA	General	3900	2342	1092
BA	Bengali (Honours)	510	427	256
BA	Education (Honours)	270	364	169
BA	English (Honours)	300	396	96
BA	Geography (Honours)	165	342	108
BA	History (Honours)	270	296	121
BA	Political Science (Honours)	210	174	95
BA	Sociology (Honours)	195	38	14

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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
2019	1971	Nill	11	Nill	Nill

2.3 – Teaching - Learning Process

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

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

View File of ICT Tools and resources

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

• To increase the teacher-student contact hours • To identify and address the problems faced by slow learners and first generation learners • To encourage advanced learners • To decrease the student drop-out rates • To prepare students for the competitive world • Every year, departments individually organize orientation sessions on the class commencement day for students of first semester and explain the designing and implementation of the mentoring system of the department. In this mentoring process, all necessary information related to the student such as the contact number, email of the student, category, family income, gender etc are collected by the departmental teachers and maintained as student database. College also conducted induction program for 1st semester students on the following topics i.e Introduction of college - various activities conduct by the college - examination pattern - career counseling facilities available etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1971	11	1:179

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	11	5	1	4

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
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	07/10/2020	20/10/2020
BA	Honours	Part-II	22/01/2021	25/02/2021
BA	Honours	Part-I	10/02/2021	14/04/2021
BA	Honours	Semester-IV	27/11/2020	11/01/2021
BA	Honours	Semester-II	15/12/2020	15/02/2021

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

• Our first step to uphold a Continuous Internal Evaluation (CIE) system at the institutional level is to constitute different committees to supervise and monitor evaluation activities of the college. Each committee is headed by a convenor (. e.g. Examination committee - Semester-I , Semester-II, Semester-III, Semester-IV, Semester-V, Semester-VI and academic sub-committee).Each committee is assigned with the task of conducting the different examinations. • However as students of Semester-VI honours get less time to complete their scheduled syllabus, so for them single mid-term term test has been prescribed during month of December of academic session. • Some Departments (like Geography, Commerce, Economic, Mathematics) conduct practical examination for their honours student as it is scheduled by the controller section of examination of University of Kalyani . Entire processes are scientific and transparent. • Various academic interactive programmes like Quiz, debates, student seminar, drawing and poster competition on current affairs, project report on environmental studies, field-study, survey and workshop etc are organized to assess the performances of students. • However, several initiatives were withhold due to closedown of college from 14.03.2020.

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

The Academic Calendar of the College is displayed on notice book in staff room, website, notice boards hangs on wall at the entrance of college gate The schedule for evaluation given in the Academic Calendar. The institutional Academic Calendar is prepared by the routine sub-committee in consultation with the Secretary, Teachers Council. Every department submits a detailed Academic and Activity calendar of the department to the IQAC. A comprehensive academic calendar is prepared by a committee of heads of various departments, and the Principal with the help of IQAC. This calendar includes the mission and vision of the college, details about faculty and staff, various committees and subcommittees, college rules and regulations, and other details like time schedule for tutorial and remedial classes, probable dates of class tests and Mid-term test, Schedule for counselling session, university examinations, list of Holidays and vacations, etc. Along with these, Academic Calendar is also published having detailed information regarding the college activities throughout the year such as probable dates for publication of result, dates for different programs, sports and special events. The College Prospectus, Academic Calendar, institutional notification, notifications and circulars from the affiliating university are circulated amongst the faculty and students to aware them about evaluation process.

2.6 – Student Performance and Learning Outcomes

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

https://www.rdkcollege.in/

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
Part-III	BCom	General	0	0	Nill
Part-III	BA	Honours	184	175	95
Part-III	BA	General	181	113	62

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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)

http://www.rdkcollege.in/downloads/6-650BF12C65F00.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
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 !!!				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

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	Bengali	2	Nill
National	English	1	Nill
National	History	1	Nill
National	Defence Studies	2	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	1
Education	1
English	2
History	1
Political Science	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	4	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Observation of World Environment Day	NSS and NCC	23	158
Observation of Aranya Saptaho	NSS	23	85
Observation of Independence Day	NSS and NCC	27	158
Campus cleaning programme	NSS and NCC	17	158
Plantation programme	NSS	21	72

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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 activites	Number of students participated in such activites
Health Check up Programme	NSS	Health Awareness and Cheekup Programme for Women	23	71
Adult Education, Child Care and Motherhood Programme of Adopted Villages	NSS	Seminar on Health Hazards for Senior Citizen at Chandipur	18	69

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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 !!!					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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
6	4.09

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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.22.10	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11196	1004620	20	4294	11216	1008914
Reference Books	5598	502310	6	1288	5604	503598
Journals	11	6860	0	0	11	6860
Digital Database	1	6000	0	0	1	6000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	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
Nill	**http://www.rdkcollege.in/**

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
19.65	16.67	6	4.09

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	1548	10267294
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Meditation	10/12/2019	49	RDK College
Remedial Coaching	04/02/2020	42	RDK College

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Development Programme	62	62	20	8
2020	Seminar on Carneer Counseling Conducted by RICE	62	62	20	8

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	126	UG (Hons. Prog.	Arts, Commerce	KU, CU, JU, RBU etc.	PG, B.Ed., D.El.Ed. etc.

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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 !!!	

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

Activity	Level	Number of Participants
Annual Sports	College	266
Blood Donation Camp	College	87
Career Development Programme	College	96
Health Checkup at the Adopted Village	College	119
Rabindra Jayanti	College	81

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

Student Council of the college always take active to ensure overall development of the college. They play important role to organize different cultural programmes and to observe important days such as Saraswati Puja, Republic Day, Rabindra Jayanti, Social,Independence Day etc. in the college campus. Participation of students in various programmes helps in the development of their organizational skills. They play active role in Mock Parliament and in different other competitions organized by 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.

5.4 – Alumni Engagement

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 !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The 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.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
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.**
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-governace 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 !!!				

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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
UGC Sponsored Orientation Programme at UGC-HRDC, Pt. Ravishankar Sukla University, Raipur, Chhattisgarh	2	11/09/2019	01/10/2019	21
Induction/ Orientation Programme for Faculty in Universities/ Colleges/ Institutes of Higher Education … Teaching-learning Centre, Ramanujan College, University of Delhi under MHRD, Pt. Madan Mohan Malaviya National Mission on Teachers and Teaching	1	26/06/2020	24/07/2020	28

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nill	Nill

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 studen 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

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Academic Council Governing Body
Administrative	No	Nill	Yes	Governing Body

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 4. Festival ex-gratia 5. Financial help of casual employees for medical purpose

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 7. Management information system 8. CCTV camera installation

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 !!!					

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
AIDS Awarness Programme	01/12/2020	01/12/2020	62	56

| Celebration of International Mother Language Day | 21/02/2020 | 21/02/2020 | 54 | 43 |
| Celebration of Women's Day | 09/03/2020 | 09/03/2020 | 52 | 45 |

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
• Well maintained greenery, herbal garden, seasonal flower garden, all designed and maintained by a dedicated Mali. The regularity of its maintenance inculcates environmental consciousness among the staff and the students of the college. • Green Audit has been done under the banner of NSS unit of the college. Some rare trees and plants are marked for proper preservation. • Power saving LED lights have been installed in the college campus to minimize electricity consumption. • The college campus is declared as plastic free zone. • The college canteen now serves tea in paper cups and has totally banned plastic cups.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Provision for lift	No	Nill
Ramp/Rails	Yes	10
Braille Software/facilities	No	Nill
Rest Rooms	Yes	10
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

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 !!!							

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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	20/07/2019	20/07/2019	256
Celebration of Indepence Day	15/08/2019	15/08/2019	170
Programme of Cleaning the College Campus	11/09/2019	11/09/2019	135
Blood Donation Camp	03/03/2020	03/03/2020	52
Celebration of Rabindra Jayanti	08/05/2020	08/05/2020	238

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

• Reduce paper usage in administrative works. • The entire admission process is run online to eliminate the use of paper. • E-waste management is secured through recycling of obsolete and unserviceable electronic devices. • All stake-holders of the college are encouraged to keep the campus free of plastic waste. Bins are placed in strategic points to avoid littering. • Maintenance of green and greenery. • Clean campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1. 1. Title of the Practice: Health Awareness Programme 2.Goal: Health is an asset that helps us to maintain the balance between the life and sound mind. It's the true elixir for a happy life as it leads to a clam and composed mind to be well-being. Awareness plays a key role in our approach to improve the access of healthcare measure. Different initiatives were carried out through the year to develop awareness in various issues in context of clinical problems among students especially on health and hygiene and which generates the awareness among the students how to control and prevent those undesirable events. 3. The Context: Health is the biggest wealth. It helps us to enjoy all the little things in life. If one is not healthy, they fail to feel happy. Being unhappy can impact the health to people around us too. The college aims at the development of proper awareness of health and medical issue amongst its students to create a bright and healthy future for themselves and for their surroundings. Given their young and unripe years, the students are prone to numerous ill practices, which in turn, might be aggravated by the lake of proper guidance or misconceptions. Different awareness programme of this sort might help them to stay safe and maintain a healthy life. 4. The Practices i) AIDS AWARENESS PROGRAMME: In order to mark WORLD AIDS DAY (1 ST December), the NSS unit of R.D.K. college arranged an awareness programme on AIDS on 01-12-2020. AIDS is surrounded by misinformed taboos in our society. In order to carry out effective prevention measures and treatment for the infected, it is important to create awareness amongst people. Keeping that in mind, we invited Dr. B. Adhikari and Dr. S. Chattoraj as speakers. ii) MOTIVATIONAL LECTURE ON BLOOD DONATION: A motivational lecture was organised jointly by Women's Cell N.S.S. Units of R.D.K College on 02-03-2020. It is a conventional way of orienting students, the prospective donors, before organizing a blood donation camp. This year, we were privileged to have as the speaker Dr. M. Mondal, Murshidabad Medical College. Besides being an eminent physician, he has been actively involved in blood donation related activities all around the district. iii) BLOOD DONATION CAMP: A Blood donation camp was organized by the N.S.S. Unit on 03-03-2020. It is a regular event in our NSS calendar and is also much anticipated. There is considerable interest and enthusiasm amongst the students regarding this programme. The programme was graced by the presence of Dr. S.Chattoraj, Murshidabad Sub-divisional Hospital. Best Practice 2: 1. Title of the Practice: Use of Google Classrooms via Google meet/What's app. 2. Goal: In the context of unprecedented layoff in higher education due to the pandemic, the goal was to continue teaching learning in an effective and student friendly way resembling classroom teaching. The principle was to keep teachers and students engaged in learning as a way to combat the psychic challenges of the layoff, as also to open new avenues of e learning. 3. The Context: The greatest challenges in implementing the practice were to include and enable all students to use the Google platform effectively and regularly. Working with a student community coming from poor and working class/agro-based families, economic depression due to the pandemic posed the threat of discontinuation in higher education. The college with limited resources was not able to provide adequate economic assistance, and faced the danger of heavy dropout rates. Many students lacked the electronic device to avail of e-learning, and it was hard to motivate and rope in students from a demoralized state. 4. The Practices: Reacting quickly to the radically altered situation of higher education, the college started online classes via meet platform in 02-04-2020. The eight Honours courses and all the Pragramme courses were brought under a weekly class routine, and students were invited to join over social media and taught the ways to use the platform. About two months later, amid widespread anxieties over the safety of Google platforms, teacher and students to perform all regular academic tasks like online lectures, conducting tests, assigning projects and providing study material, and assessing student progress with individual care. The limitations faced were mostly economic inability to avail the internet, and these were supplemented by offline coordination.

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

The common and mandatory activities in terms of academic matters notwithstanding, the college does all it can to encourage the teacher-taught bond of affection and respect, which effectively ensures discipline, a moral sense of responsibility, a process of socialization almost a guarantee of healthy academic ambiance. All these are in keeping with the mission and the vision of the college. To bring under control anything contrary to the aforesaid values must of necessity be detected on time. The

CCTV surveillance is set to help the administration to detect the disruptive forces, if any, that thwart the substratum of values which the college claims it seeks to instil.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The college authority has planned some important initiatives to be implemented in the next academic year. Firstly, Career Development Programme is to be organised by IQAC of the college with an aim to enhance job employability. This will be organised in collaboration with some reputed institutes of the district. It aims at developing job consciousness amongst the students by making them aware of various scopes in government and non-government sectors. Secondly, Social Awareness Programs are to be organised at regular intervals. Since for the last part of the academic year, we have been battling against Covid-19 and it has been observed that awareness among the mass lacks the ways to combat the pandemic. For mass campaign on Covid 19, NSS and NCC Units of the college will arrange regular campaigns through online and offline modes. Thirdly, the college plans to organise some national and international seminars. If the pandemic situation sustains, the aforesaid programs are to be organised in online mode. Fourthly, enhancement of infrastructural facilities is the need of the hour. The college already possesses four audio-visual classrooms. Now are planning to set up an ICT-enabled classroom. Last but not the least, we are determined to contribute more to the neighbouring society to make it economically and culturally dependent apart from catering quality education.