YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
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 its own campus?	**Yes**
• Phone no./Alternate phone no.	**03483255330**
• Mobile No:	**8944932170**
• State/UT	**West Bengal**
• Pin Code	**742123**
2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Semi-Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Kalyani**
• Name of the IQAC Coordinator	**Md. Nazmul Islam**
• Phone No.	**9434181184**
• Alternate phone No.	**03483255330**
• IQAC e-mail address	**nazmul.mgc@gmail.com**
• Alternate e-mail address	**rdkcollege@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.rdkcollege.in/downloads/2-6513DADDA20BD.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rdkcollege.in/downloads/10-650174A76F416.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.0	2007	31/03/2007	29/02/2012
Cycle 2	B	2.02	2016	02/12/2016	01/12/2021

6.Date of Establishment of IQAC	19/01/2012

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File

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

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

● Technology based teaching learning has been initiated with online classes during pandemic. ● Internal assessment through online mode to bring more systematic mechanism with transparency. ● Department-wise WhatsApp group, mail-id & Google Meet platform were introduced in previous session for smooth conduct of taking classes & both internal and University Examination. It has become very helpful for question paper uploading, answer script submission, receipt of acknowledgement, answer script viewing for evaluation. ● Occasionally books were distributed by the Librarian & the supportive stuff as per demands of the students maintaining proper corona guideline. ● Webinar was organized by the Department of Defence Studies on 26-09-2020 & by the Department of Physical Education on 22-10-2020.

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

Plan of Action	Achievements/Outcomes
Problems raised by lockdown	Departmental mail IDs have been created. Internal Assessments have been conducted online with the help of departmental mail IDs and Google forms. WhatsApp groups have been in full operation for circulating notices and necessary information.

Preparation of Academic Calendar for the academic session 2020-21	Keeping in mind the prolonged lockdown Academic Calendar has been prepared in such a way that no portion of syllabus remains untaught.
Online orientation of newly admitted students	Orientation programme has been organised online to make the newly admitted students aware of the newly introduced CBCS, facilities and activities of the college.
Appointment of Sri Jyotish Bairaggya and Sri Nepal Paramanik	Shri Jyotish and Shri Nepal Paramanik have joined in the capacity of Assistant Professors on 08-07-2020 and 08-12-2020 in the department of Geography and Education respectively after being recommended by the WBCSC.
Webinar by the Department of Defence Studies and Physical Education	An International Webinar was organised by the department of Physical Education. The Speakers of the Webinar were Dr. Awadhesh Kumar Shirotriya, Fiji National University, Fiji, Mr. Sanjib Tyagi, Managing Director, Everest Yoga Institute, Punjab and Major Gen. S.N. Mukherjee, Former Vice- Chancellor, LNUPE, Gwalior. A National level webinar was organised by the department of Defence studies during this session. The Speakers for the Webinar were Prof. Sriniwas Mani Tripathi, DDU, Gorakhpur, Dr. Pankaj Jha, Jindal University, Dr. Vinod Mohan Mishra, Kanpur University and Ramakant Dubey, MPPG College, Gorakhpur, UP.
Better arrangement of online classes	During the session of 2020-21, every department of our college took at least 3 classes per week through Google meet, provided study materials in PDF or by sharing YouTube links, took attendance of the students through whatsapp groups created for each semester by each department and took online feedback through prescribed format as well.
CAS of Kartick Saha and Md. Rejaul Karim	The CAS of 2 non-teaching staffs after successful completion of 20 years have been done accordingly.
Publication of College Edited Book	The Volume 2 of Bashundhara, a research oriented edited book with ISBN number on Arts, Humanities, Social Science and Management has been published in the month of March 2021 by Research and Publication cell.
Blood Donation Camp and Social Awareness Campaign	The NCC unit of our college along with NSS unit successfully organised a blood donation motivational camp and a blood donation camp on 24-02-2021 and 25-02-2021 respectively. NSS unit organised a massive social awareness campaign on the mandatory use of masks, sanitiser and maintaining social distancing at the adopted village Bagdahar. A Covid 19 fighter team was developed with our NSS and NCC volunteers headed by our Principal our college arranged free ration distribution programmes amongst the local, poor and needy people.
Construction of new building and purchase of computer and books	Out of RUSA fund, the amount of Rs.1,90,00,000.00 has been allotted for the construction of a new building and addition and alteration of existing library building, 6 laptops and 4 desktops have been purchased worth Rs.4,94,700.00, books amounting Rs.4,89,988.00 were purchased for library.
Observation of World Environment Day	The NSS and NCC unit of our college observed World Environment Day on 05-06-2021.1.
Career Development Program and Workshops	An online Career Development Programme was organised by IQAC on 18-11-2020, Sri Biswajit Sharma of Physical Education department participated in two UGC sponsored workshops during this session.
Temporary Engagement of teacher	With due permission from G.B. a qualified Teacher in the department of Bengali is engaged to share the extra working load of Bengali Department purely on Temporary basis.

Memorandum of Understanding	A MoU with Nabagram Amar Chand Kundu College has been signed to make co-operations at academic and other activities.

13.Whether the AQAR was placed before statutory body? | **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/09/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	31/01/2022

15.Multidisciplinary / interdisciplinary

Ours is a Multidisciplinary College catering quality education in both Commerce and Arts streams. But interdisciplinary Courses are not taught in college under Kalyani University at present. Still, we have organised several interdisciplinary classes where faculty exchange programmes are conducted between two departments. For example, teachers of social science take interdisciplinary classes on a common topic of their interest. Teachers of language group also arrange faculty exchange programmes.

16.Academic bank of credits (ABC):

NIL

17.Skill development:

The CBCS system provides SKILL ENHANCEMENT COURSES (SEC) for each subject taught at the college both in the Honours and Program Courses. These Skill Enhancement Courses guide our students in equipping requisite skills beyond the prevalent theoretical learning system.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Since most of our students are from Bengali Medium Schools, lectures of subjects other than the language group are generally delivered in the vernaculari.e. Bengali. English acts as a supporting Language. We teach Bengali, Sanskrit, Indian Ohilosophy as well as many English Translations of texts originally written in Indian classical languages. For example, in English (Hons.) CBCS syllabus, Indian epics like The Mahabharata, The Book of Vanci are taught in English. Celebrations of our customs and traditions on occasions like Rabindra Jayanti, Vasanta Utsav reflect the rich Indian culture. These occasions provide opportunities for the students to be aware of the beautiful and vibrant Indian culture and heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Apart from the formal teaching-learning process, we have organised several career development programmes with the help of reputed organisations of the district. The NSS Unit of the college carries on these sorts of activities even during the prolonged lockdown.

20.Distance education/online education:

The prolonged lockdowns and the restrictions on the physical classes during the pandemic had obliged us to shift to the online mode of teaching. All classes of all the Departments were taken through Google Meet/ Zoom, the notices being displayed in college website and simultaneously circulated through WhatsApp Groups. Doubt clearing and interactive sessions along with various other activities with students were carried on in the online mode.

Besides, the college has been catering distance education through IGNOU and Kalyani DODL for PG. These two wings of Distance Learning were in full swing even during the unprecedented situation of Lockdown.

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**20**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**2448**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1053**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**281**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**14**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**17**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**15**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**Rs. 3,133,041.54**
4.3 Total number of computers on campus for academic purposes	**26**

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process
The college affiliated to the University of Kalyani, does not have right to interfere with the framing and decorating of the syllabi. The academic calendar comprises of the documentation of theory and practical classes, remedial classes, question answering session and attendance. IQAC and Teachers' Council maintain and prepare the central academic routine. In our college, there are allotments for personality development course, soft skill training, grooming extempore, quizzing and other extracurricular activities for students. Our college initiates various programs for the career development of the students. We build some committees like Women's Cell, Legal Aid Cell, Eco-friendly Club, NSS Unit for making a team work-based effort for the students as well as for the teachers, as we know updated teachers are real benefits for the upgradation of the students. We organize seminars, workshops regarding the curriculum and for the modification and intertwinement of the course, social upgradation of the students. In our NSS Programme Campaign, our college adopted a village namely Chandipur, Bagdahar, Murshidabad where we work together for the betterment of the lives of the villagers as we provide them mask, sanitary napkins, medicines etc. We do the literacy campaign and drive afforestation there.

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)
As pandemic crept up during this academic year and shattered the common dwindling of life's course. Education is no exception to it. Our institution measured its steps in the positive direction of bequeathing knowledge through the faculties towards the students in a righteous manner with the help of online classes. Instead of online programs, we crafted a well-equipped academic calendar and maintained accordingly in that path of securing classes for our students. A befitting academic calendar made our way easier in attaining the goal set by our teachers regarding syllabus.

Irrespective of that we focused on taking internal assessment for the students as they would be always ready for examining themselves regarding what they are studying and for their application of education in life. Maintaining a proper schedule and syllabus in each and every subject, we took exams internally and provided marks to them. The assessment procedures were of numerous types as Google sheets exam, projects, viva-voce etc. and we are elated to say that every time we obtained positive responses from our students which motivated them to perform well in their semester examinations. |

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**

Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**View File**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**View File**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

100

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

100

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**View File**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Our institution focuses on several issues maintaining the prime aspects of a reputed college. In terms of Environmental aspects, we stress on afforestation program inside our college campus and some other relevant places. Even we are thinking to make our college premise as a tobacco free zone.

Ethical representation in every sector of education is necessary for inculcating knowledge. Our college knows its responsibility in terms of its faculties regarding classes and conducting exams. The teacher student relationship here is a model to look for.

Women's Cell in our college does its duty regarding gender equality conducting seminars, webinars and direct contact programs with the students. Apart from this, we hire various personalities who can enlighten our students regarding female rights and emancipation.

Education is life, life's education, so sustainability is important to do betterment in life. As a rational entrepreneur our institution observes many significant days to create positive vibes among students as well as organise blood donation camps, adopt a nearby village, NSS programs to make our institution an academically sound institute.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**View File**

1.3.3 - Number of students undertaking project work/field work/ internships

118

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**View File**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**View File**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**View File**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**http://www.rdkcollege.in/downloads/6-65154B20031AE.pdf**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

6534

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	**View File**

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

648

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our college organizes special Programmes for advanced learners and slow learners. Most of our students are first-generation learners and they absorb knowledge according to their own needs and capabilities. A system of continuous evaluation also helps the teachers assess the progress of the students. It consists of written examinations, open book tests, group presentations, seminars, quiz, symposiums, debates, projects, surprise tests through ICT enabled tools etc. One common shortcoming found among the students is the lack of English proficiency. So, to enhance their linguistic abilities, additional Spoken English classes are organised to ensure inability to communicate does not act as a deterrent to learning. Usually, each Department conducts extra tutorial classes for slow learners. However, due to the closure of the institution during the pandemic, all the classes were taken in the virtual mode. Teachers guide them to be prepared for competitive examinations. Our faculty members also provide e-resources to them. Teachers interact with the students through Google Classrooms, WhatsApp Group to get the syllabus completed in time in spite of the prolonged lockdown.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	**View File**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2448	14

File Description	Documents
Any additional information	**View File**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. The institution is committed to cater quality education to pupils belonging to different strata of the society. Keep this aim in mind, all efforts are taken to involve the students in active participatory learning. All departments engage students in experiential learning best suited to their course. In addition to theoretical and practical classes, students of the departments like Commerce, Sociology, Education

organise industrial tours/educational tours to nearby factories and places as part of social outreach program. The Geography Department students go for excursion to a place of geological significance. Students are taken to the local museum at Jiagang and Hazarduari Palace at Lalbagh. Plays are performed by language Departments like English, Sanskrit and Bengali. Films based on texts in the syllabus are also screened by them as well. Students of the Department of Political Science actively participate in Mock parliaments. The National Voter's Day is celebrated in the college in collaboration with NSS Unit of the college to acquaint the students with the democratic process. The learning experience is enriched by extensive use of ICT tools like ppts, LCD, and online tests. In this particular aspect, lockdown period acts like a blessing in disguise. Projects, excursions, conferences add to the learning experience to a great extent as well.

File Description	Documents
Upload any additional information	**View File**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has invested substantially in digital learning. Most teachers use ppts and circulate links to digital resources. It's worth-mentioning that the college already organised a workshop on ICT in 2017 to encourage all the faculty members to use ICT. The faculty members are also encouraged to attend workshops on digital learning. During the pandemic, it really helps our faculty members to a great deal. Hence, assignments, quiz contests and tests are now conducted in online mode. The library has N-LIST facilities through which the teachers and students can access several journals and reference books. Several e-resources can also be viewed online through OPAC, National Digital Library of India, West Bengal Public Library Network and West Bengal College Library Resources.

File Description	Documents
Upload any additional information	**View File**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**View File**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**View File**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**View File**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

68

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a very dedicated Examination Committee to deal with the matters related to internal and Kalyani University Examinations.

Internal examinations are conducted twice per semester. It is held centrally under the supervision of TCS. During the lockdown, the entire process of evaluation is done in online mode.

Questions were displayed in college website. Students have to answer them from home and have to submit answer scripts to email-id as provide by various departments. After evaluation by the teachers concerned, students' doubts are cleared and award lists are displayed in departmental WhatsApp Groups. The concerned teacher submits the award list in the university portal within specific time as asked by the university to upload them.

Any complaint in this regard is immediately addressed to the satisfaction of the students.

File Description	Documents
Any additional information	**View File**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The end semester examinations are conducted under the guidance and regulation of Kalyani University.

Examination Committee consisting of the Principal, Teachers Council Secretary and other teaching and non-teaching staff is entrusted with the duty of conducting examination. Any grievance during the examination is first addressed by committee and if not resolved referred to the competent authority, headed by the Principal.

The Principal forwards the applications to the Office of the Controller of Examinations, Kalyani University regarding any grievance or discrepancy regarding evaluation or marks obtained. The students can apply for review or scrutiny in any paper(s) [Maximum 2 papers each semester] through the university web portal by

paying the requisite fees. There is also provision for RTI as per the existing university norms. For internal evaluation, evaluated answer scripts are shown to the students and preserved for future reference as well. This minimises the test related grievances.

File Description	Documents
Any additional information	**View File**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Our college has successfully framed programme outcomes for Humanities and Commerce. The Departmental Teachers along with the Tata Consultancy Service (TCS) and all the members of the IQAC formulate the learning outcomes adhering to the UGC guidelines and the directives of Choice Based Credit System (CBCS). Teachers are very serious about the learning outcomes of the course from the beginning of each semester. Thus, students are made aware of the expectations of the course at the very outset. The course outcomes are also given to the students at the time they are given the departmental class routine. Thus, every student is aware of the course outcome.

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme and the course outcomes are designed to equip the students for either further studies or possible employment. Feedback from students is collected and analysed to assess how far the institution has succeeded in fulfilling its stated objectives.

The institution also holds meetings with the Departments after the publication of every Semester result by Kalyani University. It aims to ascertain how far the outcomes are being achieved and what further measures are needed to be adopted to ensure and achieve a more enriched learning outcome. The teachers can assess whether the objectives of the stated outcomes are being achieved or not through regular classroom teaching, two Internal exams during the semester and university exams at the end of each semester.

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

264

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**View File**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.rdkcollege.in/downloads/6-6512B1D534DD2.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

| NIL | |

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

| 0 | |

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

| 2 | |

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

| 9 | |

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

| 4 | |

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Education should not be restricted within the confinement of the classroom. After all, the aim of education is to transform a student into a better human being. With a raging pandemic, it became necessary to help students extend hands of assistance and support to the needy.

With this aim, the NSS Unit of the college organised an Online Career Development Program on 18.11.20. Not only students of our college but also our ex-students, students of other colleges and youth of the neighbouring areas were invited. The event was collaborated by B.Sc Academy, a reputed academic institute of Berhampore. Experts deliver speeches on how to be self-reliant and confident even during the pandemic. They were enlightened about various scopes in employment sectors. The principal sir also proposed the youth to work as COVID Warriors to battle the unprecedented situation.

Not only did such acts of support strengthen the students and youth but it was also instrumental in making them realise the true value of education.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**View File**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**View File**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**View File**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

891

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has thirteen classrooms, well-furnished and fully equipped Geography laboratory, defense Studies laboratory, Commerce laboratory and computer laboratory, NCC and NSS office and a wifi-connected Teachers' Room which is located near the Principal's chamber and college office. The college has a ICT-enabled classrooms with projectors, computers, printers, scanner and wi-fi connection. The college has a separate office room and account section. Computers, laptops, scanners, printers, Xerox machines, projectors are among the IT resources available to facilitate the teaching-learning process. For the safety of the students and monitoring purposes CCTV Cameras have been installed in the Classrooms, Library, Corridoors, Conference Hall and in the various corners of the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

This institution encourages cultural activities among students. So, various cultural activities such as Basanta Utsab, Freshers' welcome, Saraswati Puja, International Mother's Day, National Library Day, Annual Social etc. are celebrated every year in this institution. For this reason, the college has an air-conditioned well-equipped and well-furnished auditorium. The college encourages the students to take part in Sports and Yoga as well. Our college has a big playground. There are also provisions for indoor and outdoor games in our college. Carom, table tennis, ludo and chess are among the indoor games in which the students take part. Students also take part in inter-class cricket and football, Kho-kho, kabadi and volleyball tournaments and we boast of a few number of students who do perform well not only in annual-sports but perform very well in state-level sports championship as well.

The institution also has a well-equipped gymnasium with twelve station multi-gym, manual trade-mill with twister and leg-press, multi-bench, sit-up bench exercise magnetic bike, fitness roller machine, vibration machine, twister, medicine balls etc.

The college possesses a well-equipped Yoga-Centre with eight (8) yoga mats. Students are encouraged to keep their health fit by regular exercise.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10.0

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**View File**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library is partially automated. For, this purpose, it uses Integrated Library Management Systems (ILMS) and the name of the ILMS Software is KOHA. It has been automated since 6th November, 2017 and the version of the Software 3.22.10. the updated automated library has various books and a large air-conditioned reading room for the students.

File Description	Documents
Upload any additional information	**View File**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1.98708

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a well-equipped IT infrastructure to meet the needs of students and faculty in order to improve the teaching-learning process. Computers, laptops, scanner, copiers, and projectors are among the IT resources available at the resources available at the college. For the security of the students and monitoring purposes CCTV cameras are installed in every classrooms, laboratory, corridors, campus, college entrance and exit and in the library. A local area network is used in the computer lab (LAN). The institution frequently updates its IT facilities as well as its wi-fi facilities. Whenever requires, the institution arranges mechanic to repair and maintain IT facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	View File

Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	C.10 – 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	**View File**

4.4 – Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6.09

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**View File**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college regularly conducts seminars, webiar, workshops, different cultural activities like the Annual Sports. Annual Social, Saraswati Puja as some of the important activities for the students. Laboratory is regularly looked after for its consummables reagents. Library facilities are also provided to all the teachers and students. Computers are provided to all the departments. Some of the departments are provided with desktops and other departments are provided with laptops. There are also projectors availed for all the departments to project seminars and films for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1456

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non-government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non-government agencies during the year

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**View File**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills — **A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

23

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

23

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**View File**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees — **A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**View File**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

23

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**View File**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

137

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**View File**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	**View File**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council of the college always take activity 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', 'Bhasa Dibas' 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**View File**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association is yet to be registered.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural programmes are organized to enhance the cultural development of the students. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach programmes conducted by the NSS and NCC. Students from different cultural, religious and linguistic groups work together on the same platform to promote bonds of friendship, understanding and cooperation. In recent times, the institution has specially upgraded itself to take up the challenge of online teaching with the help of virtual platform. The teaching faculty is actively involved in promoting a holistic education for the students manifest in the leadership provided by them in committees and also by the participation of representative members in the Governing Body of the institution. The proactive leadership of the Principal and Management ensures the fulfilment of the vision and mission striving to make the institution a centre of excellence.

File Description	Documents
Paste link for additional information	**Nil**

Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The top Management of the institution (Governing Body) in consultation with the Principal provides leadership in all academic and institutional practices. The College adopts a multi stakeholder approach with participation of Head of the Institution, GB, IQAC members, etc., guiding the College in its enthusiastic journey towards achieving its mission and its vision. The inclusion of teachers' representatives in the Governing Body of the College on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decisionmaking. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership are delegated to the faculty members and non-teaching staff for the smooth conduct of each set of examinations. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is coordinated by the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College has grown in leaps and bounds in all aspects of education "Students" are the primary focus of the Institution. Hence, to meet the changing demands of students, the GB has adopted a "student-centric approach." College infrastructure has been upgraded with respect to no. of computers and software packages. The College organizes activities which offer ample scope to inculcate the sense of social responsibility among students. The Governing Body as per the Constitution of the college is the highest decision-making body. Principal, acting as the Secretary of the GB and the president of the GB form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution has various bodies for smooth execution of work in all departmental levels. The Governing Body as per the Constitution of the college is the highest decision-making body. Principal, acting as the Secretary and President of the GB form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college. There is the Teachers' Council headed by Teachers' Council Secretary and the Principal and the Students' Council. Different Committees are set up with teacher Conveners as head who are responsible to carry out the functions of their respective committees. In order to encourage and enhance the research culture among the students and the teachers Research Committee/ Cell has been set up which facilitates in the research-oriented activities. The Library Committee assist and advice regarding the formulation of library policies, purchase of library materials, improvement of library and information services, regular sports & cultural activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college provides financial assistance to the teaching and non-teaching staff through the college employees cooperative society. Life insurance is provided by the college in the form of a Group Insurance Scheme that covers the staff members at low premium. Teaching staff are entitled to issuance of required under of books at a time and non-teaching staff are also entitled to issuance of books in their name. Special Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19, smallpox etc. Loans from GPF very easily made available through single window service by the Principal's Office. Medical Leave per year 30 days / 10 days half pay available. Maternity Leave, Child Care Leave also available for teaching and non-teaching staff. Bonus for full-time office staff and festival Ex Gracia for casual staff are also extended.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**View File**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisal system for teaching staff is governed by UGC Career Advancement Scheme (CAS) guidelines. Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by faculty seeking for promotion. The PBAS proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra and co-curricular activities as had been detailed in UGC-CAS guidelines. The IQAC committee, the Principal and the coordinator, IQAC, scrutinises the proforma based on the UGC-CAS guidelines and recommends the same for promotion. The non-teaching staff at the College comprises a diverse support staff which functions as the backbone of the college. This includes the administrative and accounts staff, the library, and housekeeping staff. The performance of the non-teaching staff is reported and maintained with the head clerk and is shared with the Principal along with a daily attendance register. A report of each non-teaching staff member is prepared and entered in the service book. Academic diary by individual teachers and course-oriented record by HODs are maintained.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college to look after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the

President of the Governing Body. Financial audit of the college are made on a regular basis by the qualitative Chartered Accountant, an authorized auditor of the Government of West Bengal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**View File**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major sources of revenue are fees collected from students, charges for various facilities and services rendered to students and interest received on saving deposits. The funds collected are spent only for planned expenditure reflected in the Budget. During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. The College also makes operational budgetary allocations for salaries of all casual teaching and non-teaching staff, house- keeping staff, repairs and maintenance, AMCs, license fees, developmental work, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses. The annual budget (capital & revenue) is tabled before the GB. A specific amount is finalized (on the basis of income) within which the College has to restrict its expenses.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level of functioning of the Institute. In order to improve teacher quality, the IQAC has been motivating the teachers to attend workshops, seminars etc. Teachers are encouraged to attend Orientation, Refresher and Short-term courses. A large number of teachers are enrolled for online learning platforms. Feedback Mechanism is prepared by the Feedback Committee for conducting student feedback on teaching learning. IQAC is continuously engaged in imparting and sharing ideas by organizing workshops on best practices adopted by Degree Colleges for Quality enhancement, workshop on interpreting and implementing new NAAC guidelines. Promoting the Culture of Research, IQAC strives to develop an environment conducive to research. Faculties are engaged in publishing research papers and research articles to enhance their knowledge skills.

File Description	Documents
Paste link for additional information	**Nil**

Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes: The Academic and Administrative Audit (AAA) is the primary teaching-learning review conducted every semester. The AAA evaluates the fulfillment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co- curricular activities. With the implementation of the AAA, there is uniformity in conceptualization of the structure and methodology of academic and extracurricular routine in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan; academic and extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of end-semester examination results etc. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our Institution inkeeping with its goal of personal care committed to showing gender sensitivity i.e. Understanding and consideration of socio-cultural factors underlying sex-based discrimination, in every aspect of planning and implementation.

1. Safety and Security: The institution is particularly sensitive about the safety and security of female students and Staffs. The college building and its surrounding area are under the continuous surveillance of the CC-cameras placed at different strategic positions.

The Institution has a Committee against Sexual Harassment against Women which rigorously develops the ICC (Internal Compliance Committee) every year which includes members from teaching &non-teaching staffand reputed external members. To develop awareness about sexual harassment among students, flexes and banners are displayed in the campus defining, pointing out the legal steps and and punishments of sexual harassment. Seminars are organised to develop consciousness relating to gender equity. Sexual harassment, and measures against it and to encourage all in the campus to stand and report against any such act of harassment. There is also a Grievance Redressal Cell to understand, analyze, address and solve any grievance arising on the part of the students in general.

3. Common Room: There are separate & well-equipped common rooms for male and female students. Efforts are made to equip these common rooms with various indoor games facilities. Seperate male and female restroom / washroom are mentioned.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Though there is no concrete recycling system, for the management of waste the college has adopted the following measures:

i) For the primary deposit of waste-materials there are adequate number of dustbins in the college premise.

ii) The NSS volunteers discourage the students in general to throw away waste materials indiscriminately in the college premise.

iii) To obstruct the process of paper-wastage, the authority encourages the practice of handling affairs in an online mode, as far as the circulation of notices and study-materials is concerned.

iv) Local Municipality disposes the waste materials twice in a week.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic**	**A. Any 4 or All of the above**

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institute, with its aim towards developing students into responsible, accountable citizens encourages and organizes activities that foster greater values of life, such as , love, integrity, solidarity, fraternity and patriotism within their personalities. Celebration of National festivals are organizedregularly by the Institute with such a solemnity that auspiciousness of the festivals in the lives of people of the nation remains alive in the minds of the participants and gets reflected in their lives.

We celebrate our Independence Day each year with sincere respect.

The Republic Day of India is celebrated in the college with earnest sincerity.

Teachers' Day in India is celebrated commemorating the birth anniversary of Dr. Sarvepalli Radhakrishnan. A special programme is arranged every year by the students of our Institution as a tribute to the teachers.

In our institution, we celebrate " International Mother Language Day", Rabindra Jayanti every year.

These practices gives a feeling of oneness and the spirit of unity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Built on the vision that education serves as a keystone in improving society and building better futures for all, we commit to our core values of :

Excellence

We strive for excellence in all our academic persuits. We are committed to innovation in our teaching , research and outreach to our communities. We commit to continuous self-improvement to achieve excellence in all our endeavors.

Ethics and Dignity

We are committed to the highest standards of honesty, fairness, respect ,professional and scholarly ethics. We value the dignity and worth of all people. We expect all of our conduct to be based on integrity, mutual respect &civility and that conduct isdriven by the highest ethical standards.

Diversity

We embrace all aspects of human diversity and value its necessity to ensure a vibrant learning community. We are committed to providing a college community that is supportive,safe and welcoming. We are committed to ensuring intercultural and international diversity in our curriculum and our people.

Student Focus

We are committed to fostering the professional and personal growth of all students and our fellow colleagues by promoting lifelong learning and leadership development. These interests are thr primary focus of college decisions and activities.

Code of conduct for Teachers

All the teachers are expected to know and follow the outline code of conduct for their profession.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**E. None of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**

Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our institute, with its aim towards developing students into responsible, accountable citizens encourages and organizes activities that foster greater values of life, such as love, integrity, solidarity, fraternity and patriotism within their personalities. Celebrations of National festivals are organized regularly by the Institute with such a solemnity that auspiciousness of the festivals in the lives of people of the nation remains alive in the minds of the participants and gets reflected in their lives.

Independence Day is celebrated each year with sincere respect. The national flag is hoisted by the Head of the institution with great honor. Our students march past the national flag and offer salutation to the Nation. A cultural programme is organized by the teachers, staffs and students in which the memory of Indian Freedom Struggle is evoked through talk's cultural performances and all present in the programme take a pledge to carry on the responsibility of keeping our tri-colored flag flying high for ever.

The Republic Day of India is celebrated in the college with earnest sincerity. The celebration starts with the formal hoisting of the National flag by the Head of the Institution along with march-past performance by the students. A short but somber cultural programme along with valuable speeches of teachers, staffs and students are organized on the campus.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices: 1

1. Title of the practice: Online Classes and Examinations
2. Objective of the Practice: It has become a compulsion under the unprecedented pandemic for a prolonged period of time.
3. Context: The situation was unprecedented and all stakeholders are to provide classes.
4. The Practice: A strong online network with the students is developed.
5. Evidence of success: At least 32 email IDs have been created by the college in the name of different subjects and semesters.
6. Problems Encountered and Resources Required: Being the college is situated in remote rural area, most of the students face problems of awareness of online learning problems.

Bestpractices: 2

1. Title: Publication of "Bashundhara"; Volume II
2. Objective of the Practice: To encourage the teachers, scholars in exploring their capability in producing fundamental research work.
3. Context: the IQAC and Research & Publication Cell of our college took the endeavour.
4. The practice: Dr. Mousumi Chakrabarty and Md. Nazmul Islam were the joint editors of the Book.
5. Evidence of Success: Out of 43 articles only 25 articles of that have been chosen.
6. Problems Encountered: Still the response of editorial board was not that much satisfactory and the shortage of finance remains the most vulnerable crisis for the college.

File Description	Documents
Best practices in the Institutional web site	**View File**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

While the pandemic and closure of HEI's maimed many aspects of performance, the college as an institution running undergraduate courses in a rural base, remained committed to continuance of teaching-learning on online platforms, making utmost use of google meet, wh.app group, mail to rope in students often from poorer sections and pandemic-stricken families and classes. The college extended all possible aid to students in terms of keep intouch with the students, study materials made available online etc. College Library was kept open throughout the period as per demands and requirements of the students. All these activities aimed at student's support are in line with the institution's priority to serve the cause of education in an underprivileged student community passing through a hard time.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **The foremost plan for the next academic year is to organise a massive sanitization program in the college premises. The college will seek the help of the local municipality in this regard.**
- **The college wants to enhance the facilities like ramp, stair case for Divyang. Murshidabad district has a rich history. In order to increase awareness among the students about their cultural heritage, it has been planned to conduct social outreach programs.**
- **In a bid to accentuate knowledge expansion, it is our plan to extend our library facilities to the students and the teachers as well.**
- **MoU with local colleges is intended to be signed.**
- **We are keen on organising National and International level Seminars, Workshops for teaching and non-teaching staff.**
- **The college will enhance the existing CCTV arrangements for a better vigilance.**
- **As the number of students keep on increasing in every year the state government would be requested for sanctioning more permanent teachers post in our college.**
- **The student - teacher ratio must be maintained and if no support is offered by the State Government, the Governing Body may take realistic decision by engaging few teachers purely on temporary basis.**
- **To expedite the construction project under RUSA grant so that the extreme need of new classrooms can be solved.**
- **Department wise attendance of the students and record of marks obtained by them in internal examination must be recorded digitally from the coming year.**