



YEARLY STATUS REPORT - 2022-2023

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:	9564277388
• 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.	03483255330
• Alternate phone No.	9064433026
• IQAC e-mail address	nazmul.mgc@gmail.com
• Alternate e-mail address	nazmul.mgc@gmail.com

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.rdkcollege.in/downloads/2-651BD0ED7E550.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
<ul style="list-style-type: none">if yes, whether it is uploaded in the Institutional website Web link:	http://www.rdkcollege.in/downloads/10-656DAE16F2811.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		
<ul style="list-style-type: none">Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
<ul style="list-style-type: none">Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		
<ul style="list-style-type: none">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)					
<ul style="list-style-type: none">The college has conducted various career development training and orientation programmes for students to explore the possibilities in public and private sector.Considering the acute shortage of blood during the Ramdan, the NSS and NCC Unit of the college organised a blood donation camp on 17.05.23 in collaboration with Murshidabad Blood Bank.The college conducted seminars and workshops for the students on larger issues beyond their curriculum like human resources development, Covid and awareness on infectious diseases, implementation of New Education Policy 2020 and cultural heritage of Murshidabad District.MoU with various colleges like Dumkal College, Raja Birendra Chandra College, Murshidabad Adarsha Mahavidyalaya, Sripat Singh College, Jatindra Rajendra Mahavidyalaya, Jalangi Mahavidyalaya, Sagardighi Kamada Kinkar Smriti Mahavidyalaya were signed during this academic year. It must help us to collaborate with other colleges in the realm of faculty exchange programmes, organising Conferences, Seminars, Workshops, Research activities and so on.Various departments published departmental wall magazine at regular intervals to showcase the students' talent.					
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			

Awareness Program on "Cyber Crime"	Seminar on "Cyber Crime" was held on 10.08.2022. The Officers of Jiaganj Police Station and Cyber Crime Police Station, Berhampore enlightened our students on the various aspects on Cyber-crime like challenges and privacy concerns associated with cyber space, judicial approach, E-security in banking systems, crime against women in the cyber world, crime against children in the cyber world. The students and teachers of our college benefitted a lot from the program.
Refresher Course	Sri Pranjali Kr. Chakrabarty completed Refresher Course in due time to get eligibility for his CAS. Md. Nazmul Islam and Smt. Anindita Saha also successfully completed Refresher Courses for ensuing CAS.
National Librarian's Day Celebration	A program on National Librarian's Day was organised by Masiur Rahaman, the librarian of the college. The main speakers were Dr. Ajoy Adhikari and Dr. Debasish Sarkar.
Seminar on "Revised Accreditation Framework of NAAC"	NAAC orientation Seminar was held on 18.08.2022. The joint conveners were Dr. Mousumi Chakrabarty and Md. Nazmul Islam. The speakers were Dr. J. K. Mondal, Professor of Computer Science, Kalyani University and Dr. S. K. Ray, Inspector of Colleges, Kalyani University.
Teachers' Day Celebration	Teachers' Day was celebrated with pomp and grandeur on 05.09.22. Students performed dance, songs, recitation, and other cultural performances. Prof. Samir Kumar Mukherjee was the chief guest for the occasion.
MoU with various colleges	MoU signed with Dumkal College, Raja Birendra Chandra College, . It has helped us to collaborate with other colleges in the realm of faculty exchange, programmes, organizing Conferences, Seminars, Workshops, Research activities and so on.
Educational tour of Dept. of Geography	Educational tour of the Department of Geography was conducted from 12.11.22 to 17.11.22. 35 students visited Gangtok, Sikkim escorted by 5 teachers. There they made a socio-economic field survey which was part of their curriculum.
Visit to District Museum	The students of the Department of History and Bengali were also taken to the District Museum on 24.11.22 to develop critical thinking skills amongst the students.
Short Term Course on Gender Sensitization	Anindita Saha participated in UGC-HRDC course on Gender Sensitization at Aligarh Muslim University.
Publication of departmental wall magazine	The Department of English published departmental wall magazine on 01.12.22. The Department of Bengali also published their wall magazine on 23.12.22.
AISHE data update	Subhajit Das, AISHE Nodal Officer successfully uploaded AISHE Report for the session 2021-22 on 5th January' 2023.
Taking up various programmes for career building of the students	On 23.12.2022, a Career Development Programme entitled as "Career Opportunities in Govt. Sector" was organised by IQAC and NSS Unit of the college in association with RICE, Berhampore. It aimed at developing job consciousness amongst the students by making them aware of various scopes in government and non-government sectors. Another Career Counselling Programme was organised on 9th January' 2023.
FIP	Sri. Nepal Paramanik, Assistant Professor of Education, completed his Online Faculty Induction Program at Aligarh Muslim University from 06.02.23 to 14.03.23.
Seminar, Workshop	The IQAC along with NSS Unit of the college organised three seminars in the month of February (on 21.02.23, 22.02.23 & 27.02.23) on timely issues beyond their curriculum. They were entitled as "Corona and Virus Evolution", "New Education Policy: Challenges and Prospects" and "Sustainable Agricultural System and Practice". The resource persons were Dr. Himadri Guhathakurata, Associate Professor of Zoology, Sripat Singh

	College, Dr. Avijit Saha, Assistant Professor of Political Science, Tehatta Govt. College, and Dr. Sunit Kr. Das, DDA, Murshidabad-Jiaganj Block.
Special Talk	A special talk on "Folk Culture in Murshidabad" was organised by IQAC, Rani Dhanya Kumari College on 20th March' 2023 to make the students aware of the rich cultural heritage of our district. Badsha Moitra, a famous Bengali film actor and social activist, was the main speaker.
Blood donation camp	Considering the scarcity of blood during Ramdan, Blood Donation cum Motivation Camp was organised on 17.05.2023 by the NSS & NCC Unit of this college.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	26/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	12/02/2024

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 from various departments went to different colleges as invited speaker in faculty exchange programmes.

16. Academic bank of credits (ABC):

Rani Dhanya Kumari College is fully prepared to implement the Academic Bank Of Credits (ABC) system, a key feature of the National Education Policy (NEP) 2020. With a focused approach the Internal Quality Assurance Cell (IQAC) has taken significant steps to ensure a smooth transition to this innovative educational framework. The IQAC has taken proactive steps to spread awareness among students on the Academic Bank of Credits and the Digilocker platform. Students have been informed about the advantages of maintaining an ABC account and utilizing Digilocker to securely store and access their academic records.

We have already initiated the process for the creation of an ABC account for the students as per the guidelines of the affiliating Kalyani University. By aligning with the principles of NEP 2020, Rani Dhanya Kumari College is paving the way for students to embrace this transformative educational paradigm.

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.

The college cultivates holistic development through a range of in-house activities, including seminars, debates, group discussions, Quiz contests and sporting events. Engagement in organizations like NSS and NCC further amplifies students' mental, physical and social skills. These platforms catalyze the showcasing of talents, honing of communication abilities and fostering of effective teamwork.

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 vernacular i.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):

Rani Dhanya Kumari College is dedicated to Outcome-Based Education (OBE) in sync with NEP 2020. The programme outcomes (POs) and course outcomes (COs) of each course offered by the institution have been clearly mentioned to the students by the faculty members. For all courses, the affiliating university has defined the POs, COs and the PO-Co mapping in the syllabus, along with the assessment methods to measure the programme outcome and course outcome assessment, which are followed by the institution.

20.Distance education/online education:

Rani Dhanya Kumari College is committed to extending education through Distance Education/Online Education, fostering inclusivity and flexibility. The college collaborates with esteemed institutions and national bodies to enhance accessible learning.

1. IGNOU & DODL Study Centre : Hosting IGNOU & DODL study centre, R.D.K.College facilitates PG courses like Bengali, History, Education etc. M.A programs are accessible, freeing students from conventional classroom constraints.

2.NSOU Study Centre : R.D.K.College is going to introduce PG courses in various subjects through NSOU Study Centre from the upcoming session.All the formalities in these regard has been completed.With full satisfaction the authority of NSOU(Salt Lake) have given permission to open a study centre at RDK College.

3. Online Learning Engagement : Activating the motivating of students to engage in national agencies' online courses like IGNOU, SWAYAM, NPTEL and INFLIBNET, the college amplifies knowledge and skills outside traditional settings.

These endeavors not onle embrace diverse learners but also empower them to pursue education conveniently and expand their horizons. By promoting distance and online learning, Rani Dhanya Kumari College enriches educational accessibility and personal growth opportunities.

Extended Profile

1.Programme

1.1	20
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2285
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1337
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	518
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

3.2	17
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	45.97
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	29
Total number of computers on campus for academic purposes	

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
Effective curriculum delivery is the cornerstone of a successful college institution, and it relies on a well-planned and documented process. The institution typically begins with establishing transparent educational goals and objectives, aligning them with industry standards and academic benchmarks. This process ensures that the curriculum meets the evolving needs of students and the demands of the job market. To implement this curriculum, colleges often employ experienced educators who bring both theoretical knowledge and practical insights inside the classroom. These educators use diverse teaching methods to cater to different learning styles, fostering a dynamic and engaging learning environment. Furthermore, the institution may leverage technology to enhance the delivery of content, providing students with access to resources and tools that enrich their educational experience. Documentation plays a crucial role in this process, as it provides a road map for instructors and serves as a reference for quality assurance. Detailed lesson plans, assessments, and feedback mechanisms contribute to the continuous improvement of the curriculum. Regular reviews, involving both faculty and external experts, help to identify areas for improvement and adaptation to stay relevant with educational trends. In conclusion, an effective curriculum distribution process in a college institution integrates careful planning, experienced educators, and robust documentation. This holistic approach ensures that students receive a comprehensive and relevant education that equip them

for future success.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution diligently upholds its commitment to the academic calendar, ensuring the seamless execution of Continuous Internal Evaluation (CIE). Adhering to this schedule underscores the institution's dedication to maintain a structured and efficient educational environment. The timely conduct of CIE serves as a cornerstone in assessing students' progress throughout the academic year. Aligning with the prescribed calendar, the institution fosters a sense of discipline and routine, enabling students and faculty to engage in a systematic evaluation process. This commitment to the academic calendar enhances transparency and accountability, creating a conducive learning atmosphere. Students get benefit from a consistent and fair assessment framework, while faculty members can effectively plan and execute evaluation strategies. Ultimately, the institution's adherence to the academic calendar for CIE reflects its overarching commitment to academic excellence, providing a foundation for students to excel and fostering an environment that values punctuality, discipline, and holistic educational development.

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

120

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

120

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

This institution is at the forefront of holistic education, seamlessly integrating crosscutting issues into its curriculum. Professional ethics form a cornerstone, ensuring students to develop a strong ethical foundation navigating diverse career paths. Gender perspectives are woven into the fabric of learning, fostering inclusivity and awareness. Human values are not just taught but inherent, shaping individuals who prioritize empathy, integrity, and social responsibility. Environmental sustainability is a core focus, encouraging students to comprehend the impact of their actions on the planet. The curriculum reflects a commitment to equipping learners with the knowledge and skills needed to address over pouring environmental challenges. By weaving these elements into the educational fabric, the institution creates all round individuals who understand the interconnectedness of ethics, gender dynamics, human values, and environmental sustainability. This approach not only enhances academic learning but also prepares students to be responsible citizens and professionals who contribute positively to the society. In doing so, the institution sets a commendable standard for education that extends beyond traditional boundaries, fostering a generation equipped with to tackle multifaceted issues in the world.

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

102

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	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

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

513

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

The college uses mentors and monitors to measure the progress of slow learners. Some advanced students are asked to mentor less proficient pupils and assist them with notes and explanations alongside teachers. Counselling sessions are held regularly. Communication and interview skills are taught by Placement Cell. Programmes like Functional English Use, Personality Development, and English Proficiency are designed to increase students' employability. At the start of the programme, the institution evaluates the students' learning levels in two different ways. Based on the level of grades received, students enrolled are classified as slow and advanced learners. This makes it easier to spot the slow learners and create tailored made coaching or tutorial sessions to close the achievement gap between them and the more advanced students. Teachers engage in the following activities with students: Slow learners: 1. Individual counselling. 2. Corrective coaching 3. Addendum notes. 4. A discussion session in groups. 5. Internal review procedure. 6. Support for NSS, athletic, and academic endeavors. 7. Additional library visits. Advanced Learners: 1. In-depth notes 2. Lectures and seminars 3. Participatory learning activities 4. Experiential learning opportunities 5. Evaluations 6. Discussions in groups.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2164	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

The faculty members use a variety of teaching-learning techniques, such as the interactive lecture method, project-based learning, computer-assisted learning, experiential learning, etc. PowerPoint presentations are used to teach lessons in order to make learning more engaging. The faculty members encourage the students to engage in group discussions, role-plays, subject quizzes, news analysis, discussion, and questions and answers on current events to make learning interactive with the students. The college uses student-centered strategies to improve students' capacity for lifelong learning. 1. Experiential Learning: To aid students in their experiential learning, the College offers supplementary courses. To boost students' creativity and cognitive abilities, the departments promote various experiential learning techniques. 2. Participatory Learning: Students engage in a variety of activities during this style of learning, including seminars, group discussions, projects, and skill-based add-on courses. The employment of specialized technical or managerial abilities is encouraged among students through these activities. 3. Techniques for solving problems: The departments sponsor expert lectures on many subjects. Our students take part in various technical exams and other competitions. To promote collaborative, problem-solving, and experiential learning, the institute offers cutting-edge student-centered techniques like workshops, seminars, activity-based learning, faculty exchange programs, guest lectures, Google Classroom, project-based learning, real-time case studies, PPT, research projects, wall magazine, poster presentations and so on.

File Description	Documents
Upload any additional information	No File Uploaded
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

Our teachers employ online learning resources, social networking sites, and blended learning systems like Google Classroom. The modules on significant subjects are prepared by teachers and made online accessible to students. In addition to helping students with the modern digital and virtual world, the use of ICT by teachers in the classroom has assisted the college in developing a student-centric learning strategy. It has enabled us to communicate, share information, provide materials, hold exams, post assignments, create presentations, respond to questions and use channels like YouTube, Telegram groups, Zoom, and Google classrooms. For no additional cost, all students have access to the internet and Wi-Fi. For enhancing and maximizing students' learning, our website contains a web connection for E-content/study material of various courses and subjects. Additionally, the library offers access to computers, online publications that are in the public domain and subscribed journals that have been recommended by academics. The feedback and the students' attendance, internal assessment scores, and internal assessment scores are uploaded by respective departments within the stipulated time.

File Description	Documents
Upload any additional information	No File Uploaded
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

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
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

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 set procedure for internal examination. A student is required to take two internal exams per year as per the academic schedule. At the start of the semester, the academic calendar is prepared to determine the internal examination timetable. The academic calendar requires teachers to complete unit tests, which may take the form of assignments, blackboard presentations, PowerPoint presentations or written examinations. The test results are shown in the classrooms, and each student is free to inquire about their performance. Their test copies are shown to them. Their scores can be quickly adjusted if there is any variation or discrepancy. All internal exams are recorded by the concerned subject teacher. The university receives the results of internal exams, homework assignments, and class attendance. The internal marks are finally displayed on the notice board. Students also perform presentations on the whiteboard using PowerPoint. A student must submit his or her response in front of the class. This technique helps a pupil overcome his shyness and it boosts his self-confidence. This approach is excellent for helping students build their personalities. Their copies are kept carefully after the pupils have seen their answer sheets.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college has a well-organized procedure for handling complaints about examination-related issues. In order to address examination-related complaints, the student may consult with the teachers, examination committee, and the principal. The internal examination committee itself handles any test related complaints or disputes. The suggestion box is available for students to freely express their dissatisfaction with the internal examination process. By holding regular meetings with the internal inspection committee, the principal and faculty supervisor keep an eye on the overall process. Kalyani University exam-related complaints can be filed online. Students who were dissatisfied with their exam results might request a revaluation or reassessment from the university. The college sends a photocopy of the internal mark sheet together with an application to the university to fix the error for students whose marks are not recorded or improperly entered as a result of an oversight in the mark list.

File Description	Documents
Any additional information	No File Uploaded
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.

All of the Institute's programmes have explicit agenda, education objectives, programme outcomes, and course outcomes that are communicated to instructors and students as well as posted on the college website. Being an affiliated college, the university's education policy explicitly outlines the course's goals and objectives in terms of helping students become responsible individuals. For all programmes offered by the institution, these aims and objectives have served as the basis for defining the programme specific outcomes, and course outcomes. The College took into account factors such as academic excellence, research potential, the breadth of extension operations, human values, the creation of livelihoods, and current job market trends. Three categories like academic values, social sensitivities, and moral values have

been used to group the program-specific outcomes. The competences and performance indicators for each of the program-specific outcomes are also developed by integrating various stakeholders, which in turn leads to the establishment of extensive course-level competencies and performance indicators. Programme outcomes are tailored made to the particulars of each programme and are generated from the Programme Education Objectives. During the required Orientation programmes, all new students are informed of the goals and anticipated results of their programme. Each course's complete syllabus, learning objectives, and assessment plan are shared with the students.

File Description	Documents
Upload any additional information	No File Uploaded
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 college has a system in place for determining how well students have mastered course objectives, programme objectives, and programme objectives. Attainment of the course outcomes: The curriculum, its completion, continual evaluation (internal evaluation), the setup of the question paper, evaluation, and result are used to gauge the course's outcomes. At the college level, all the teachers work hard to finish the courses in time, and they hold extra classes for the students. Tests, quizzes, writing assignments, oral presentations, field activities, and other forms of continual evaluation are organized regularly. Attainment of the program outcomes: The achievement of programme outcomes is assessed at the undergraduate levels based on students' advancement to higher education at any higher learning institution in India or overseas. The placement of students in organisations and institutions is another indicator of achievement. The college can monitor its learning results with the use of the online student feedback system, which offers information about the course's applicability, accessibility of the course materials, importance in terms of employability, and other essential topics.

File Description	Documents
Upload any additional information	No File Uploaded
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

160

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/6-65DC935558AC0.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

9

File Description	Documents
Report of the event	No File Uploaded
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

8

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

7

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

Since, the aim of education is to transform a student into a better human being, several extension activities are carried out not only in college premises but also in surrounding locality with the aim of holistic development among the students.

As a part of Swachh Bharat Campaign, a campus cleaning program was organised on 29.08.2022 with the help of NSS unit of the college. 78 students and 20 teachers participated in this cleaning program. On the very same day, a plantation program was also organised. Saplings were collected from the Forest Department and they were planted in the college ground and also in adopted village at Bagdahar. The NCC unit of the college also took part in the mass plantation program.

The NSS unit of the college also organised a First Aid training program on 11.12.2022 at Bagdahar, our adopted Village. First Aid training program is vital to ensure proactive safety measures. The students and the villagers came to know about the importance of healthy living and how lifestyle habits and choices can increase/decrease risks of various diseases. They become aware of their own health and have alert to potential hazards. Dr. Banalata Adhikari was also part of this training program and shared her valuable ideas on health and hygiene.

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

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

1061

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

9

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
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 provides thirteen classrooms, measuring 1921 square meters in total. Additionally, there have four well-furnished and fully equipped laboratories, namely the Geography laboratory, Defence Studies laboratory, Commerce laboratory, and Computer laboratory, each spanning 104 square meters. The institution also has an NCC and NSS office, as well as a Teachers' Room with Wi-Fi connectivity, conveniently located near the Principal's chamber and college office. Furthermore, the college is equipped with ICT-enabled classrooms featuring projectors, computers, printers, scanners, and Wi-Fi connection. He college also has a separate office room and account section. To facilitate the teaching-learning process, the college provides various IT resources such as computers, laptops, scanners, printers, Xerox machines, projectors, and a biometric attendance device. Moreover, a number of CCTV cameras have been strategically installed in the classrooms, library, corridors, and various corners of the college to ensure student security and for monitoring purposes.

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.

To ensure the holistic development of our students, our college actively promotes their participation in cultural events, sports, games, yoga, and meditation. We celebrate various cultural activities such as Basanta Utsab, Freshers' welcome, Saraswati Puja, International Mother's Day, and Annual Social, among others, in our well-equipped auditorium. Our institution also has a spacious playground and provisions for both indoor and outdoor games, including carom, table tennis, ludo, chess, inter-class cricket, football, Kho-kho, kabadi, and volleyball tournaments. We are proud of our students who have excelled not only in our annual sports events but also in state-level sports championships. Additionally, we have a fully equipped gymnasium with twelve station multi-gym, manual trade-mill, multi-bench, sit-up magnetic bike, fitness roller machine, vibration machine, twister, and medicine balls, as well as a Yoga-Centre with eight yoga mats to encourage our students to maintain their physical and mental well-being.

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)

16.05

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 institution's library is partially automated through the use of Integrated Library Management Systems (ILMS), specifically the KOHA software. This software has been partially automated since November 6th, 2017, and its currently running version is 3.22.10. The updated automated library offers a wide range of valuable books and a spacious air-conditioned reading room for students. The library houses a total of 18,085 books, including both textbooks and reference books. Additionally, the institutional library subscribes to eleven journals. Each year, the library renews its subscription to Inflibnet, providing teachers and students with access to various national and international e-journals, e-Shodhganga, e-ShodhSindhu, and e-books through the INFLIBNET Digital Database. On a daily basis, the library is frequented by approximately 52 students and 20 faculty members.

File Description	Documents
Upload any additional information	View File

Paste link for Additional Information	Nil
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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
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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)
48977

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
59

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 possesses a well-equipped IT infrastructure to cater to the needs of both students and faculty, thereby enhancing the teaching-learning process. The IT resources available at the institution include computers, laptops, scanners, copiers, and projectors. In order to ensure the safety of students and for monitoring purposes, CCTV cameras have been installed in all classrooms, laboratories, corridors, campus areas, college entrances and exits, as well as in the library. The computer lab utilizes a local area network (LAN) for connectivity. The institution regularly updates both its IT facilities and Wi-Fi services. Additionally, whenever necessary, the institution arranges for mechanics to repair and maintain the 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

B. 30 - 50MBPS

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)

9.04

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 frequently organizes seminars, webinars, workshops, and various cultural events such as the Annual Sports, Annual Social, and Saraswati Puja, which are considered significant activities for the students. The consumables and reagents of the laboratory are regularly monitored and maintained. Additionally, library facilities are available for all teachers, students, and non-teaching staff members. Computer facilities are provided to Geography, Commerce, and other students, with some departments equipped with desktops and others with laptops. Moreover, projectors are accessible to all departments for presenting seminars and films to the students. Our campus boasts a spacious playground, a gymnasium, and indoor game facilities, along with separate common rooms for boys and girls. Our college campus also maintains a tobacco free environment.

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

1982

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

32

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

206

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

206

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

8

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

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

164

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

8

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.

5

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)

Students' Council of the college always take active part to ensure overall development of the college. They play an important role to organize different cultural programmes and to observe important days such as 'Saraswati Puja', 'Republic Day', 'Rabindra Jayanti', 'College 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.

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

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

12

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 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 posted 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 coordinate and mobilize 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 infectious disease. 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

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
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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)	No File Uploaded

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

4

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 which functions as the backbone of the college. This includes the administrative and accounts staff, the library, and housekeeping staff. The performance of the nonteaching 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)	No File Uploaded

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 in 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	No File Uploaded
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

Rani Dhanya Kumari College implemented a series of initiatives in the year 2022-23 to promote gender equality. The Girls' Units of NSS and NCC played a vital role in actively engaging female students in community service and leadership activities. With over 50% female students, the college emphasized equal access to education, creating a gender-balanced learning environment.

In addition to these efforts within the college, Rani Dhanya Kumari College extended its commitment to promoting gender equity to the broader community by conducting

health check-ups for poor and backward women from near villages. These diverse initiatives exemplify rani Dhanya Kumari College's dedication to fostering gender equity and providing an inclusive and supportive educational environment.

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	View File

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

(a) Solid waste management : Coloured dustbins used to collect solid waste in segregated form, subsequently collected by the local Municipality from the college campus. The entire campus is "Plastic free zone". Portion of Biodegradable waste is used as manure for the plants in the garden.

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
5. landscaping with trees and plants

A. Any 4 or All of the above

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).

Rani Dhanya Kumari College is deeply committed to fostering an inclusive environment that promotes tolerance, harmony, and respect for diversity in all its forms, including cultural, regional, linguistic, communal, socio-economic and more. The institution has undertaken several initiatives to ensure inclusivity is a fundamental part of the campus culture.

Students Units: Units such as the National Service Scheme (NSS) and the National Cadet Corps (NCC) play a pivotal role in organizing activities that celebrate diversity and inclusiveness. These units engage students in community service , social awareness programmes, and cultural exchanges, providing a platform to appreciate different cultures, traditions and backgrounds.

Cultural and Sports Activities: The cultural team and the Games and Sports sub-committee also contribute significantly to promoting inclusivity. They organize events, competitions, and tournaments that encourage participation from students of diverse backgrounds, fostering mutual respect and understanding.

Rani Dhanya Kumari College's commitment to providing an inclusive environment extends to all aspects of campus life, from academics to administration, socio-economic issues and cultural dimensions. Through these efforts, the college cultivates a vibrant, diverse and inclusive atmosphere that values and respects the differences among its students and staff, enriching the overall educational experiences.

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

Rani Dhanya Kumari College is dedicated to promoting awareness and understanding of constitutional obligations, values, rights and the duties and responsibilities of citizens among its students and employees. The college implements several initiatives in this regard.

. Observing Constitutional Days: The College observes significant constitutional days like Republic Day, Independence Day etc. Special programmes, lectures and activities that emphasize the importance of the constitution and the rights and duties of citizens. The active involvement of students in these events further enhances their awareness and appreciation.

Through this initiatives , Rani Dhanya Kumari College strives to ensure that its students and employees are sensitized to their constitutional obligations and empowered with knowledge about their rights and responsibilities as responsible citizens.

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

Rani Dhanya Kumari College is a hub of vibrant celebrations, actively commemorating national and international days, events and festivals. These endeavors are designed to promote cultural diversity, nurture a sense of community and create an enriching campus atmosphere.

National and International Days : The college marks crucial national and international days, including Independence Day, Republic Day, International Mother Language Day, International Womens'Day and more. These occasions feature flag hoisting, Special assemblies, cultural performances and awareness campaigns.

Literary and Academic Events : The College fosters intellectual discourse and literary skills through Seminars, Conferences, Workshops, Debates, Essay Competitions etc.

Sports Events : Promoting an active lifestyle, Rani Dhanya Kumari College organizes sports events and competitions. These celebrations contribute to students' holistic development, cultivate unity and pride and create an inclusive and dynamic campus environment.

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 Practice 1 : STUDENT CENTRIC TEACHING-LEARNING STRATEGIES.

Objectives of the Practice: Implementation of the teaching-learning strategies from the students' point of view and keeping pace with the modern day higher education is intended from this practice.

The context : Cultivating the life-long learning habits of critical thinking and problem solving in the student-centric teaching-learning process.

The Practice: Assessing learning levels of students; Use of Learning Management System computer-aided methods; Participative learning; effective mentoring mechanism; organizing events, Feedback.

Evidence of Success: Progression to reputed institutions; prize in competitions; improvement in University results.

Problems Encountered and Resources Required: Prolonged time taken by the university in conducting examination; distant location of Jiaganj from Kalyani.

Best Practice 2 : BEYOND THE CURRICULUM INITIATIVES

Objectives of the Practice: Shape the students as good, cultured and responsible human beings.

The Context: Creating individuals to work for the society and develop the sense of respect for its people, the nation, culture and the environment.

The Practice: Organizing several extension related, co-curricular and extracurricular events
Problems Encountered and Resources Required: Time constraints to participate in beyond the curriculum activities; Lack of funds; shortage of faculty members and staff.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Rani Dhanya Kumari College has excelled in various areas aligned with its priorities and mission. Beyond academics, the college takes a holistic approach to education. It integrates human values, environmental awareness and technology into its teaching methods, preparing students to tackle real-world challenges while nurturing their personal growth.

An area of distinctiveness is the college's emphasis on promoting girls' education. By creating a gender-equal and inclusive environment, Rani Dhanya Kumari College empowers female students to excel academically and personally. The institution offers equal opportunities, robust support system and a safe learning space, enabling young women to overcome societal barriers and reach their full potential.

Rani Dhanya Kumari College's commitment to academic success, holistic education and gender equality showcases its dedication to producing well-rounded individuals who are not only academically proficient but also equipped to make a positive impact on society.

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 IQAC-Rani Dhanya Kumari College presents its Annual Action Plan for 2023-24, aligning with NAAC's quality improvement criteria across academics, administration and the environment.

Curricular Activities : Initiatives include NEP and SEP awareness campaigns, faculty involvement in curriculum development and enhancing ICT accessibility for outcome-based education.

Teaching, Learning & Evaluation : Faculty empowerment for syllabi demarcation, promoting academic exchange programs, encouraging digital education are key objectives.

Infrastructure & Learning Resources : The plan aims to enhance infrastructure, laboratory equipment and online library resources.

Student Support & Progression : Student Induction programs, expended aid opportunities and systematic feedback collection are pivotal to supporting student growth.

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