



YEARLY STATUS REPORT - 2023-2024

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.	8944932170
• 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	Grants-in aid

• Name of the Affiliating University	University of Kalyani				
• Name of the IQAC Coordinator	Md. Nazmul Islam				
• Phone No.	9064433026				
• Alternate phone No.	7586851791				
• 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)	https://www.rdkcollege.ac.in/Pdf/IQAC/AQAR/AQAR%20[2022-23].pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rdkcollege.ac.in/Pdf/Academic-calendar/Academic_Calendar_2023-24.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				

<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? 	No
<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)	
<p>We celebrated National Library Day and Teachers' Day on 12th August and 5th September respectively in this session to honour the contributions of librarians and teachers and to recognize the importance of education in society. World Environment Day was observed with environmental awareness programmes and tree-plantation drives on 5th June, 2024. On 21-02-2024. Our institution also observed International Mother Language Day on February 21, 2024in a befitting manner. A seminar arranged on that day to discuss the importance of linguistic and cultural diversity, with the primary focus on preserving and promoting the use of one's native language or "mother tongue" in education and society. Like every year, this year as well we observed Independence Day, Republic Day and Birth Anniversary of Netaji Subhas Chandra Bose with flag hoisting ceremonies, parades, cultural programmes and more. We also observed World Water Day on 22nd March, 2024 and arranged a seminar in our seminar hall on the sustainable management of fresh water.</p>	
<p>Several Faculty-Student Exchange Programmes were conducted in 2023-2024 session to broaden educational perspectives by exposing participants to different teaching methods and learning environment, thereby creating a more globally aware and adaptable educators and students.</p>	
<p>Geography Department of our college organized an International Seminar on "Climate Change, Ecosystem and Natural Resources Management for Sustainable Livelihood" on 10-11th October, 2023 successfully. An International Seminar on "Cultivation of Science by the Bengalis under the British Raj" was arranged by Department of History of our institution on 21st March, 2024. Eminent professors of national and international repute were acted as the speakers of these seminars. Paper presenters came from all over the India.</p>	

To intensify the security of the campus, CCTV Cameras have been installed in every nook and corner of our institute.

Several skill-enhancement programmes, add-on courses, career counseling programmes, workshops for the students were arranged in our institution during this session to enhance the capability of employability in our students.

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
Induction of New Member	The addition brought fresh perspectives and innovative ideas to the team.
Our Institution cordially observe many functional days like, National Library Day, Teachers' Day, World Environment Day, Free Health Camp, Cultural Programme, International Mother Language Day, Programme of Ability Enhancement of Students etc.	1. IQAC organized events to commemorate National Library Day, promoting reading habits among students and faculty members on 12th August, 2023. 2. Teachers' Day was celebrated to honour the dedication and contributions of educators, fostering a spirit of appreciation and motivation on 5th September, 2023. 3. World Environment Day was observed with environmental awareness programs and tree-planting drives 5th June, 2024. 4. A Free Health Camp was conducted for students, faculty, and staff, providing essential medical check-ups and awareness sessions on health and well-being on 24-09-2023. 5. Cultural Programme was organized, fostering creativity and student participation on 22-05-2024. 6. On 21-02-2024 Our college observed International Mother Language Day in a righteous manner with significant participation of our teachers and students. 7. Several training sessions and skill-enhancement workshops were conducted for increasing of students' employability and confidence during this session.
Faculty-Students Exchange Programme	Several departments of our college accordingly our MoU agreement, as Bengali, English, Political Science, History or Sociology department etc. implemented teaching methodologies and research collaboration with huge effect during this session.

Participation in Faculty Induction Programme (FIP)	Sri Jyotish Bairaggya participated in Faculty Induction Programme to upgrade his knowledge and teaching skill from 08-09-2023 to 13-10-2023 from UGC-HRDC, AMU, Aligarh ensuring his professional development.
Our Institution supposed to organise some International Conferences & Seminars by various departments.	1. One of our institution compatriots Sripat Singh College as its dept. of Geography under the signing of MoU conjointly organize a two-day International Conference (Geography) on 10-10-2023 to 11-10-2023 as a successful venture not only for the students of both colleges but also for the faculty members. 2. Assistant Professor of our History department Dr. Debashis Sarkar proposed for an International Seminar on 21-03-2024 by dept. of History collaboratively with Nur Mohammad Smriti Mahavidyalaya and the G.B. of our college sanctioned on all necessities with generosity to reach the zenith of success.
Students' Seminars & Educational Tour	Conduct student-led seminars to improve presentation skills and knowledge-sharing and arrange an excursion by the dept. of Geography from 15-12-2023 to 20-12-2023 for practical exposure and experiential learning.
Short-Term Course	Our academician Smt. Parama Ray (Assistant Professor of Sociology) attended a Short-term course from 01-11-2023 to 07-11-2023 from Ranchi University with positive approval.
Educational Tour	Arrange an academic tour for practical exposure and experiential learning.
Short-Term Course	Our academician Smt. Parama Ray (Assistant Professor of Sociology) attended a Short term course from 01-11-2023 to 07-11-2023 with positive approval.
CAS Proposal of Two Teachers	Two of our experienced faculty members Md. Nazmul Islam (from stage III to Associate Professor) and Dr. Mousumi Chakraborty (Stage II to Stage III) received their awaited appraisal of CAS with necessary effect and both teachers moved forward in their career progression in the month of January, 2024.

Making of Student Desk, Lab Equipment Procurement for Geography Department, Modernization of College Seminar Hall & Installation of CCTV.	1. New student desks were constructed and installed in classrooms, improving seating arrangements. 2. New lab equipment was procured, enhancing the practical learning experience. 3. The seminar hall was upgraded with modern technology, improving its functionality for academic events from May, 2024. 4. CCTV cameras were successfully installed, enhancing campus security and safety.
Ensuing Special NSS Camp.	A successful NSS camp was conducted with students actively participating in community service activities from 16-01-2024 to 22-01-2024.
Add-on Course for Existing Girl Students	A special 7 day add-on course on Soft Skill & Employability for girl students in collaboration with Mahindra Pride Classroom (24-05-24 to 30-05-24) was introduced, benefiting female students in career-oriented skills.
Academic Audit	An Academic Audit was conducted based on the criterion of the NAAC covering all academic and student-centric activities of the College in 2023-2024 session. The members of the Academic Audit Committee were Dr.Samaresh Mandal, Principal of Berhampur College, Dr. Henna Sinha, Principal of Berhampur Girls' College, and Dr. Prasanta Kumar Roy, Principal of Jatindra Rajendra Mahavidyalaya. The committee submitted their report on July 15, 2024. Required action will be taken on the basis of the suggestions given by the committee for quality enhancement of the institution in the 2024-2025 session.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	28/01/2025
14.Whether institutional data submitted to AISHE	

Year	Date of Submission
2023-24	26/01/2025

15.Multidisciplinary / interdisciplinary

Multidisciplinary or Interdisciplinary learning is a "whole" or "comprehensive" method that covers an Idea, topic or text by integrating multiple knowledge domains. It is a very powerful method of teaching that crosses the boundaries of a discipline or curriculum in order to enhance the scope and depth of learning. Our college is affiliated under Kalyani University hence it has to follow a roadmap or guidelines prepared and provided by the affiliated University. In the academic session 2023-24 Kalyani University decided to introduce MDC/ interdisciplinary approaches to learning through new system following new education policy. Our College as an affiliated institution under Kalyani University had to abide by this new approach. As for example, Compulsory Bengali and English language courses have been introduced for the students of all streams (Humanities, Science and Commerce streams). Similarly Environmental Studies has been introduced for all students of 1st Sem. Thus multidisciplinary education strategy allows pupils to learn and explore different courses or curriculum from different fields and in this way helps them to have a more comprehensive grasp of the experienced world.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) : According to academic bank of credit (ABC) as part of the National page, students will be given multiple entries and exit options, which will allow students enrolled in undergraduate (UG) programme to exit course and enter within stipulated period. This flexibility in academic programmes will enable students to seek employment after any level of award and help to upgrade qualification and also curtail a dropout rate. Kalyani University has introduced this system since the academic session 2022 -23.As an affiliated Institution of K.U our college has to accept this system. Now a student gets total seven years after taking her/ his admission in the institution to complete the Graduation course. She/ he can take a break after completion of a particular Semester and can again take up the course within the stipulated period (i.e. seven years) to upgrade her/his qualification.

17.Skill development:

The vision of the college is promoting Value-Based Quality Education. Hence the college takes efforts to inculcate positivity among the learners. All stakeholders are encouraged to use e-learning websites, books, journals, e-journals data relevant to their disciplines.Mentoring students is also one of

the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies. Seminars and workshops are organised on regular basis focussing on different sorts of topics. Yoga training is also given to the willing students to become strong in both body and mind.

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

Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online programmes): In order to promote and integrate the local language, art and culture, a compulsory activity in the curriculum like literary activities through discussions /interactions etc. in local language has to be introduced. This has already been incorporated by Kalyani University, the affiliated university, as VAC paper.

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

To maintain academic standards in all spheres the Institution monitors continual quality improvement by focussing on outcome based education. Issues in teaching and learning are taken care of by continuous monitoring through formative assessment and mapping of the curriculum. Kalyani University updates regularly the curriculum to align with the latest knowledge requirements and to meet specified learning outcomes, so that by the end of educational experience, each student should achieve the specific goal. The Institute has already developed well organized mentor-mentee system where the role of the faculty adapts as instructor, trainer, facilitator, or mentor, based on the targeted outcome.

20. Distance education/online education:

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

1. IGNOU Study Centre : Our IGNOU Study Centre provides UG (B.A./B.Com./B.Sc.) courses in subjects like BCA, BLIS etc. & PG (M.A./M.Com.) course in subjects like English, History, Political Science, Public Administration, Journalism & Mass Communication, Economics etc. This centre also provides Certificate Courses, Diploma Courses, Degree Courses, PG Diploma & Other Job Oriented Courses.

2. NSOU Study Centre : Our college has also introduced PG courses in various subjects through NSOU Study Centre from this session. This centre offers subjects such as Bengali, English, History, Library Science etc.

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	2480
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	3413
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	619
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	15
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	18
Total number of Classrooms and Seminar halls	
4.2	28.89
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	18
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	
<p>In the 2023-24 session, we sustained our momentum with successful class organization and extracurricular activities, including seminars, workshops, camps, and various professional agenda. Our institution's motto is to continually raise the bar on performance, and we are committed to empowering our students to become self-sufficient in their future endeavours.</p> <p>We take pride in our infrastructure and class projects, which are designed in close coordination with our students. Inspired by Socrates' Academy, we encourage our students to ask questions, clarifying their doubts and fulfilling the fundamental purpose of education. While we value results as a measure of confidence and improvement, we recognize that there is always room for growth and no space for complacency.</p> <p>Our ultimate goal is to ensure our students' success by maintaining a conducive environment within our college. We strive to maintain transparency at every stage of our students' lives, fostering confidence, seriousness, and humanity. Throughout the ages, our guiding principle remains spreading positivity among our students, a prolonged and provident endeavours.</p>	
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)

We implemented both CBCS and National Education Policy (NEP) 2020 in the session 2023-24. We carefully managed our courses ensuring proper class scheduling, smart classes, workshops, and seminars. Aligning with NEP's focus on soft skills and practical orientation.

We organized several seminars and workshops including an International Conference on "Climate Change, Ecosystem & Natural Resources Management for Sustainable Livelihood" in Collaboration with Sripat Sing College on October 10-11, 2023 & an International Seminar on "Cultivation of Science by Bengalis Under the Raj" on March 21, 2024. Our Women's Cell observed International Mother Language Day. We regularly conduct employability programmes with top notch experts.

Various college bodies actively organized events, such as blood donation camps, plantation programmes, and hygiene maintenance initiatives engaging students under both CBCS and NEP. When updating our curriculum, we maintained detailed documentation, incorporating student feedback.

Embracing our motto, "unity in diversity," we celebrated our cultural heritage, observing ethnic festivities with our students. To celebrate the Birth Anniversary of Rabindranath Tagore and to hail Bengali New Year, a cultural programme was organized entitled "Boishakher Ei Bhorer Hawa". It was organized by the Women's Cell and Cultural Committee of our college. Teachers and students actively participated in the programme.

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

42

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)

3

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

177

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

177

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	
<p>Professional Ethics:</p> <p>As we embarked on the 2023-24 session, our professional responsibilities intensified with the implementation of both CBCS and NEP-2020. We take pride in our devotion, punctuality, and work culture, which have been instrumental in our progress. Our commitment to excellence is demonstrated through our faculty exchange programme with various colleges. With this students have been gaining exposure to diverse teaching methods, cultural perspectives, and a broader understanding of the syllabus, enhancing their learning experience.</p> <p>Environmental and Social Basics:</p> <p>The NSS unit of our college has been tirelessly working. Their initiatives, like adoption of village and participation in Swachh Bharat Abhiyan are note-worthy. We collaborate with various centres like RICE, George Telegraph and Mahindra Pride Class Room to offer career guidance programs.</p> <p>Besides, we prioritize environmental conservation through plantation programmes and promote social responsibility through Blood Donation Camp, Blood Donation Motivation Camp, Women Health Check-up Camp, Students' Eye-check-up camp etc.</p> <p>Gender Roles:</p> <p>We maintain gender equality inside our institution. Our Women's Cell actively works to eradicate prejudices and dogmas, conducting workshops, seminars and webinars on women empowerment, social justice.</p> <p>Sustainability:</p> <p>As an institution, we are always striving for excellence. We are committed to make our institution a premiere institution.</p>	
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	No File Uploaded

Curriculum		
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		
90		
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		
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)	No File Uploaded	
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
File Description	Documents	
Upload any additional information	No File Uploaded	
URL for feedback report	https://www.rdkcollege.ac.in/Pdf/IQAC/Feedback/Feedback%20Analysis%20Report%202023-24.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		
7325		
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		
1199		
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		
<p>Our college uses mentoring and monitoring 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</p>		

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 coaching or tutorial sessions to close the achievement gap between them and the more advanced students. Teachers engage in the following activities with students:

Advanced Learners:

1. In-depth notes
2. Lectures and seminars
3. Participatory learning activities
4. Experiential learning opportunities
5. Evaluations
6. Discussions in groups.

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.

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
2480	15

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 quiz, news analysis, discussion, and questions and answers on current events to make learning interactive with the students. The college uses student-centric 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-centric techniques like workshops, seminars, activity-based learning, faculty exchange programs, guest lectures, Google Classroom, project-based learning, real-time case studies, PPT, research projects, 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

The faculty members 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

32

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

15

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	
6	
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	
107	
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.	
<p>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 visible 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</p>	

students build their personalities. Their copies are stored 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. Exam-related complaints can be filed in The University of Kalyani 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 programme, 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 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.

Our 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

253

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.ac.in/Pdf/IQAC/Feedback/Feedback%20Analysis%20Report%202023-24.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

13

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

6

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

Rani Dhanya Kumari College with the assistance of its NSS Unit has demonstrated exceptional commitment to social responsibility through various community outreach programs. Here are some highlights:

1. Free Health Check-up Program: Exclusive health check-ups for women, promoting women's health awareness.
2. World AIDS Day Awareness: Campaigns to dispel HIV/AIDS myths, promoting education and open dialogue.
3. Human Rights Day Workshops: Interactive discussions fostering critical thinking on human rights issues.
4. Eye Check-up Camp: Free eye examinations and assistance for community members in need.
5. Plantation Drive: Environmental sustainability efforts, raising awareness about conservation.
6. Blood Donation Motivation Camp: Encouraging students and the community to participate in blood donation.
7. International Women's Day Celebrations: Events highlighting women's achievements, addressing inequalities, and empowering women.
8. First Aid Training Program: Equipping students with life-saving skills for emergency situations.

Invitation for Exposure Visit to Higher Education Institution. Rani Dhanya Kumari College reaches out to local schools. The main purpose of the visits was to invite the school students to the college premises for exposure visits. The college team highlights the benefits which the students can avail in the college with a student-friendly campus and facilities. They can gather deep insights into various career paths and opportunities.

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

1

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

21

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

1164

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

15

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

15

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 has seventeen classrooms that cover an area of 2439.4 square meters. Additionally, there are four fully equipped and furnished laboratories, measuring 104 square meters in total, which cater to needs of Departments like Geography, Defence Studies, Commerce, and Computer Science. Furthermore, the college

includes a Teachers' Room with Wi-Fi access, along with offices for the NCC and NSS, all conveniently located near the college office and the principal's chamber. Moreover, the institution is equipped with ICT-enabled classrooms featuring PCs, printers, scanners, projectors, and Wi-Fi connectivity. Besides the main section, the college also houses a distinct administrative office and an accounts department. To facilitate the teaching-learning process, the college provides various IT resources such as computers, laptops, scanners, printers, photocopy machines, projectors and biometric attendance device. Moreover, CCTV cameras have been strategically installed in classrooms, library, corridors and various parts of the college for the purpose of ensuring and monitoring the safety of students.

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 facilitate the overall development of our students, the college promotes their involvement in various activities such as cultural events, sports, recreation, yoga, and meditation. We host a range of cultural celebrations including Basanta Utsab, Freshers' welcome, Saraswati Puja, Women's Day, International Mother's Day, Debate, Quiz, Sit and Draw competition and our annual social events in our fully equipped and decorated auditorium. The college features an enormous playground and offers facilities for both indoor and outdoor sports, including Carrom, Table Tennis, Ludo, Chess, Inter Departmental Cricket, Football, Kho-Kho, Kabaddi, Badminton, and Volleyball, among others. Our students have not only performed exceptionally in the yearly sporting events but have also achieved great success at state-level sports championships. Furthermore, we offer a fully stocked gym featuring twelve versatile machines, a manual treadmill, multi-functioning benches, a magnetic squat bike, a roller, a vibrating machine, a twister, and medicine balls. Additionally, there is a yoga centre equipped with eight mats to assist our students in preserving their physical and mental health.

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)**

18.31

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 library of the institution has embraced partial automation with the implementation of integrated library management systems (IMMS), specifically utilizing Koha software. This software has been in partial operation since November 6, 2017, and the currently active version is 3.22.10. The enhanced automated library provides a diverse collection of valuable books and features a peaceful, spacious, air-conditioned reading area for students. The library contains 18,085 books, which include both textbooks and reference materials. Additionally, the Institutional Library maintains subscriptions to 11 journals. Each year, the library renews its subscription to Inflibnet, granting faculty and students' access to a variety of national and international e-journals, e-Shodhganga, e-ShodhSindhu, and e-books via the INFLIBNET digital database. On average, around 32 students and 20 teachers frequent the library each day.

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
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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)
0.87509

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
65

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 comprehensive IT infrastructure designed to support the needs of students, faculty and Administration, thereby improving the teaching and learning experience. The institution offers various IT resources, including computers, laptops, scanners, copiers, and projectors. To ensure student safety and facilitate monitoring, CCTV cameras have been installed in all classrooms, laboratories, hallways, campus grounds, college entrances and exits, as well as in the library. The computer lab is connected through a local area network (LAN) for smooth connectivity. The college consistently updates its IT facilities and Wi-Fi services. Furthermore, when required, the college arranges for technicians to serve and maintain the IT resources.

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

4.3.2 - Number of Computers

31

File Description	Documents
Upload any additional information	View File
Student - computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. $\geq 50\text{MBPS}$

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)

4.72

File Description	Documents
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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 hosts seminars, webinars, workshops, and other cultural events that are significant to the students, like the Annual Sports, Freshers' Welcome, Annual Social, Saraswati Puja, Mother Language Day, Rabindra Jayanti, etc. The laboratory's consumables and reagents are regularly monitored and orderly maintained. All students, teachers, and non-teaching staff have access to the library facilities. Computer facilities are provided to Departments like Geography, Commerce, and the students from different departments have access to computer facilities. Some of the departments are equipped with desktop computers and others having laptops. In addition, all departments have access to projectors for conducting seminars and screening films, taking smart classes to the students. Our campus has a large playground, a gymnasium, and indoor game facilities, as well as separate common rooms for boys and girls. Additionally, Tobacco is not allowed on our college campus.

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

1331

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

16

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 (Data 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

B. 3 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

90

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

90

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	E. None 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		
5		
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		
154		
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

12

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.

1

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)

To ensure overall development of the college, Student Council of the college always take active role. To organize different cultural programmes and to observe important days such as 'Saraswati Puja', 'Republic Day', 'Rabindra Jayanti', 'Social', 'Independence Day' etc. in the college campus, it acts as the main agency. Participation of students in various cultural programmes enhance their various social and organizational skills. They play active role in Quiz Competitions, Students' Seminar, 'Mock Parliament', Students' Week Observation and in different other competitions organized by our college and other institutions of

repute. 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

27

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

We have one Alumni but the registration of the Association is in progress.

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 20 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

4

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

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

3

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)

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

- In terms of economic, social, cultural and political advancements, gender equity in education is maintained through different awareness programme. The college has taken initiatives to give equal status and opportunities to the students and staff and also for learning without bias against any gender.
- The Grievance Redressal Cell, Sexual Harassment Prevention Committee and Anti Ragging Committee are actively cater to the all-round needs of the students whether educational or

relating to their personal problems.

- Security measures are taken to ensure the Safety of the students within the campus.
- The Institute offers a wide range of security amenities specifically for girls. Campus is under CCTV surveillance.
- Entry for students without a College Identity Card is prohibited.
- Complaint/Suggestion Box is set in the campus for students and staff.
- Separate common rooms are provided for the Boys' and Girls' students.
- Women's Day on 8 th March is celebrated every year.

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

Solid waste management : we have several garbage bins installed in different places of the campus. All garbage is collected in bigger bins, at the end of the day to be collected by the sweepers in the early morning of 6 working days in every week.
Liquid waste Management : There is a system to drain out liquid wastes through drainage system which is connected with municipality drain.
E-waste management: A company, under contract maintains the computers, Laptops and associated machineries properly. Upgradation and replacements in hardwares and softwares

are made as per necessity. The computers/laptops which are irreparable are sold as scraps.

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	View File
Any other relevant documents	View File

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/

D. Any 1 of the above

awards 5. Beyond the campus environmental promotional activities	
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	View File
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	<p>C. Any 2 of the above</p>
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).	
<p>To promote cultural harmony: One cultural festival is organised every year after the entry of new semester students. It acts as a platform for exhibiting the latent talent of new aspirants with the purpose to make them feel connected as an integral part of</p>	

this college. To promote linguistic harmony : Students and staff can respectfully exchange their thoughts in language of their choice for on campus communication. Though higher education demands English language, our faculties are empathetic enough to deliver lessons multilingually, as per students' convenience. To promote socio-economic harmony : We have ensured Canteen services for students belonging to all economic classes. Our institution tries to support financially weak candidates by waiving academic fees. The fees structure has been prepared keeping in mind the first generation learning status of majority portion of the students.

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

To inculcate values of empathy and sensitise students and employees towards their duties and responsibilities, the NSS unit of the college organises blood donation camps. Tree plantation drives in the college and in neighbouring area constitute representative sensitization programmes. Awareness on constitutional values, rights and duties as Indian citizens is further disseminated through Quiz Competition , Debate etc. The involvement of the students and the staff of the college in the celebration of Independence Day, Republic Day have also sensitized them with patriotic sentiments.

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

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

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

Independence Day celebrated through the hoisting of the National Flag by the Principal in presence of the students, teaching and non-teaching staff. Republic Day, Birthday of Netaji, Rabindranath are likewise celebrated with solemnity and grandeur. Significance of these historical days discussed and enriched further by recitation, recital of National Songs. NSS day was observed through programmes organised on various issues of contemporary relevance. Teachers' Day is celebrated with great enthusiasm. All such programmes are organised under the patronisation of the IQAC of the college. Teachers, Students and the support staff display their multifarious talents upholding the cultural plurality of India.

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 Title Amalgamation of Institutions for Nourishment of Students

MoUs have been established with various Colleges. It paved way for the implementation of several faculty exchange programmes. These are designed to enhance academic collaboration, allowing educators to share their expertise, research insights across different

institutions. By these we aim to enrich the educational experience for both students and teachers. In addition to MoUs was signed with various philanthropic organizations. These alliances resulted in the execution of welfare initiatives that focus social issues and contribute to community development. Through these initiatives, resources are mobilized to improve access to education and other essential activities for underdeveloped.

BEST PRACTICE : 2 Technology Triggers Happiness for Students

The college website has recently undergone a comprehensive redesigning aimed at enhancing user experience and accessibility for students. This updated platform now features a more intuitive layout, making it beneficiary for students to navigate and find information they need. Furthermore, to aid in examination preparation and to provide insight into the assessment methods of the University of Kalyani, previous university question papers have been made available online. This initiative allows students to familiarize themselves with the format and types of questions they may encounter.

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. It strives to promote to be tolerant, fair to all, to be truthful and to be loving to all fellow men. With these ideals of purity in mind, the institution works towards creating a holistic environment by including all its stakeholders and especially its students, from all walks of life, of various religions, caste and creed, and from various various economic strata. Under the benevolent umbrella of the College, all are equal, there is no discrimination. This engenders and fosters the spirit of Unity and harmony.

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

1. .Infrastructural development - extension of building and library.
2. MoUs with various institutions.
3. Redesigning of College Website with more student friendly approach.
4. Solar Energy Plant will be installed through Govt. Agency.
5. Continue Green Initiatives and attempt to go for Green Audit.
6. Alignment of Plans and Programmes with NEP : 2020.
7. Academic Audit must be done for coming year.