ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC : 2017-18

RAJA RAMMOHUN ROY MAHAVIDYALAYA
RADHANAGAR, P.O.-NANGULPARA
HOOGHLY: 712406

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Part – A

1. Details of the Institution

1.1 Name of the Institution

> RAJA RAMMOHUN ROY MAHAVIDYALAYA

1.2 Address Line 1

> RADHANAGAR, P.O.-NANGULPARA

Address Line 2

> HOOGHLY

City/Town

> KHANAKUL

State

> WEST BENGAL

Pin Code

> 712406

Institution e-mail address

> principal.rrrm@gmail.com

Contact Nos.

> 03211-266221/ 09564779686

Name of the Head of the Institution:

> DR DEBNARAYAN SAHA

Tel. No. with STD Code:

> 03211-266221/ 09564779686

Mobile:

> 09830631916

Name of the IQAC Co-ordinator:

> DR PARTHA SARATHI MUKHERJEE

Mobile:

> 09434666954

IQAC e-mail address:

rrrm.iqac@gmail.com

1.3 **NAAC Track ID** : WBCOGN13243. (NAAC REACCREDITED IN 2016, 2ND CYCLE)

1.4 NAAC EXECUTIVE COUNCIL NUMBER AND DATE:

1.5 Website address:

www.rrrmahavidyalaya.edu.in

Web-link of the AQAR:

http://www.rrrmahavidyalaya.edu.in/IQACandAQAR.html

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	(acc. To old system to Accreditation)	2007	2007-2012
2	2nd Cycle	B	2.23	2016	2016-2021
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :DD/MM/YYYY

25.05.2007

1.8 AQAR for the year *(for example 2010-11)*

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

AQAR	SUBMITTED ON
2007-2008	29/12/2008
2008-2009	18/01/2011
2009-2010	03/03/2011
2010-2011	27/03/2012
2011-2012	03/04/2013
2012-2013	24/12/2014
2013-2014	07/08/2015
2014-2015	19/11/2015
2015-2016	07/12/2018
2016-2017	14/12/2018

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√] Men [ ] Women [ ]

                       Urban [ ] Rural [√] Tribal [ ]

Financial Status   Grant-in-aid [√] UGC 2(f) [√] UGC 12B [√]

                    Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others   (Specify) [.]

1.12 Name of the Affiliating University *(for the Colleges)*   [BURDWAN UNIVERSITY]

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [NO]

University with Potential for Excellence	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other *(Specify)*	NO
UGC-COP Programmes	YES		

2. IQAC Composition and Activities

2.1 No. of Teachers   7+1=8

2.2 No. of Administrative/Technical staff   05

2.3 No. of students   00

2.4 No. of Management representatives   00

2.5 No. of Alumni   00

2. 6 No. of any other stakeholder and

     community representatives   01

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   01

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No.   24   Faculty   17

     Non-Teaching Staff Students   01   Alumni   Others   06

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ] No [√]

     If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

     (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

     Total Nos. | 0 | International | 02 | National | 0 | State | 0 | Institution Level | 0

(ii) Themes	1. South Asia: Re-mapping the Geo-cultural Imaginaries
	2. "The Bangladesh Liberation War", A Retrospect.

2.14 Significant Activities and contributions made by IQAC

> ❖ IQAC always asserted all stakeholders that NAAC reaccreditation is essential for the total improvement of the college as well as for the progression of students.
>
> ❖ IQAC annually met with all the Dept., Office, Library staffs separately.
>
> ❖ IQAC initiated the formation of Womens' cell ""Sathi"".
>
> ❖ IQAC organised two International Seminars and initiated Raja Rammohun Roy Memorial Lecture.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality
enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To increase of enrolment further in 2017-2018 2. To build a medicinal plants garden and beautification of the college. 3. To avail any newly grant from UGC and utilize the grant. 4. To help the students to get more scholarships from different private and government agencies 5. Encouraging teachers to undertake more research projects and publish more research papers 6. Encouraging the participation of the college in community development works more actively 7. To complete renovation & repairing of old building. 8. To complete arrangements for new table & benches for students benefit.	1. Number of students in the institution in 2017-18 increased by about 2% over the previous year. 2. The process is completed. 3. Grants on different heads were applied for the UGC but due to non-availability of allocations work couldn't be started yet. 4. Students were provided assistance to get more scholarships from different state and private agencies. 5. Some of the teachers have published research papers in their respective fields. 6. Community development programmes has been taken up by the NSS departments of the college. 7. Major work completed. 8. Work completed.

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | | Syndicate | | Any other body | Governing Body |

Provide the details of the action taken

NIL

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	6	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	1
Total	6	0	0	1

Interdisciplinary	--
Innovative	--

1.2   (i) Flexibility of the Curriculum: Elective option
      (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	0
Annual	06
Bi-annual certificate courses	00

1.3 Feedback from stakeholders*   Alumni ☐ Parents ☐ Employers ☐ Students ☐
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ☐   Co-operating schools (for PEI) ☐

Feedback was not taken in writing, only verbal opinions were received sometimes.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> YES
>
> The college is affiliated to the University of Burdwan. The University implemented CBCS, from this session. The syllabus as well as examinations for the first year students are new i.e. semester in relation to previous years annual.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	Asst. Professors	Associate Professors	Professors	GLI	Librarian
30	22	6	-	1	1

2.2 No. of permanent faculty with Ph.D.

> 14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors*		Professors		Others#		Total	
R	V	R	V	R	V	R	V	R	V
0	7	0	0	0	0	0	0	0	7

* Promoted to personal post
# Librarian

2.4 No. of Guest and Visiting faculty and Temporary faculty

TOTAL	Guest Teacher	Part-Time Teacher*	Contractual Teacher*
40	16	22	02

*Approved by State Govt. and renewed yearly (as a rule) for serving teaches

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	8	5
Presented papers	03	5	2
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Some classes were conducted by students who opted for taking the role of facilitator in the Department of Zoology, Botany, Physics, Chemistry and English.

2.7 Total No. of actual teaching days during this academic year

198

2.8 Examination/ Evaluation Reforms initiated by   the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NIL

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

ONE [As member of Board of Study, Netaji Subhas Open University (NSOU)]
TWO (As member of Board of Study, Burdwan University (B.U))

2.10 Average percentage of attendance of students:

B.SC.	B.COM.	B.A.
41%	32%	36%

2.11 Course/Programme wise   distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com. (Hons.)	24	00	12	41	00	53
B.Com. (Gen.)	05	00	00	100	00	100
B.Sc. (Hons.)	36	00	40	50	00	90
B.Sc.(Gen.)	13	00	00	100	00	100
B.A. (Hons.)	210	00	30	50	00	80
B.A. (Gen.)	515	00	00	60	00	60

2.12 **How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes** :

IQAC discussed various issues of Teaching & Learning and recommended as appropriate after meeting with all depts.

IQAC recommended general steps for improvements in Teaching-Learning process and infrastructure needed for that.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily

		during the Year	
Administrative Staff	11	04	00	00
Technical Staff	04	05	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC insisted that all major and minor research projects be passed through research committee after appropriate scrutiny of research proposal.
- IQAC inspired faculties by organising two international seminars.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	-	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	04	00	00
Outlay in Rs. Lakhs		00	00	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	02	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	02	-

3.5 Details on Impact factor of publications: 1.4- 2.1

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	-		
Minor Projects	NIL	--		
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			
Projects sponsored by the	NIL			

University/ College				
Students research projects *(other than compulsory by the University)*	NIL			
OTHERS	NIL			
Total				

3.7 No. of books published   i) With ISBN No. | 00 | Chapters in Edited Books | |

ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | -- | CPE | -- | DBT Star Scheme | -- |

INSPIRE | -- | CE | -- |

Any Other (specify)

NIL

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	02	01			
Sponsoring agencies	College	W.B.B.B			

3.12 No. of faculty served as experts, chairpersons or resource persons | 03 |

3.13 No. of collaborations: NIL   International | | National | | Any other | |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency [　　　　] From Management of University/College [　　　　]

Total [　　　　]

3.16 No. of patents received this year:- NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     of the institute in the year: NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
     who are Ph. D. Guides
     and students registered under them   [NIL]

3.19 No. of Ph.D. awarded by faculty from the Institution   [NIL]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) :- NIL

JRF [　　] SRF [　　] Project Fellows [　　] Any other [　　]

3.21 No. of students Participated in NSS events: NIL

University level [　　]   State level [　　]

National level [　　]   International level [　　]

3.22 No. of students participated in NCC events: NIL

University level [　　]   State level [　　]

National level [　　]   International level [　　]

3.23 No. of Awards won in NSS: NIL

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC: NIL

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC [01]   NSS [02]   Any other [   ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Botany Dept. Organised a National Seminar on "Local Biodiversity" in collaboration with Radhanagar Pally Samiti on 30.01.2018, which was sponsored by West Bengal Biodiversity Board. Saplings were distributed to the participant.
- Zoology Dept. organized a seminar on 07.09.2018 on the topic "Migration of Birds: A Mystery."
- Three teachers performed as speakers in the Theme Based Awareness and Education Programme organised by Nehru Yuva Kendra, Govt. of India in association with Krishnanagar Young Club on 20/03/2018. Awareness on Gender equity & Domestic violence were discussed. Local people and students of some schools were attended in that programme also.
- NSS organised various awareness programme such as seminar on detection of blood group and Rh factor and also arranged rally for awareness about HIV & AIDS and its prevention.
- NSS also organised in various programmes related to environment such as Tree Plantation programme, save ecosystem programme.
- ""Sathi"" the women cell organised a training programme on cutting & stitching for girls students of the college for 15 days during January-February 2018.
- Bengali Department organised "Bhasa Divas" on 21.02.2018.
- IQAC initiated the Raja Rammohun Roy Memorial Lecture. It was delivered by Prof. Amrit Sen of Viswa Bharati University on the college foundation day on 21.02.2018. Students, staffs and distinguished guests were present at hat programme.
- NSS Volunteers participated in the programme organised by the Panduah Pratibandhi Monobikash Kendra at Pandua, Hooghly .

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.70 acres		UGC /Govt. Of W.B. & College	5.70 acres
Class rooms	40			40
Laboratories	09			9
Seminar Halls	03			3
No. of important equipments purchased (≥ 10 lakh) during the current year.				NIL
Value of the equipment purchased during the year (Rs. in Lakhs)				NIL
Others				

4.2 Computerization of administration and library

> 1. Administration work is totaly computerized.
> 2. Entry in KOHA completed on books of English, Chemistry, Physics, Zoology, Botany. Remaining subject books entry is under progress.

4.3   Library services:

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books	27610	21,47,000	-	-	27610	2100470
Reference Books	3316	7443	02	-	3293	
e-Books						8081
Journals			51	1566	51	1566
e-Journals						
Digital Database						
CD & Video						
Others (specify)	1492	123462		00	1492	123462

4.4 **Technology up gradation (overall)**

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	57	03	15		01			
Added	05	00	00		00			
Total	62	03	15		01			

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

- Computer with internet access is available to teachers and students of the department of Physics, Chemistry, Mathematics, Botany, Zoology, Computer Science, Geography, and teacher's room for all humanities and commerce department & others.
- Students are allowed to use computer and internet facilities of the above mentioned departments
- Training for smart classes was extended to some teachers.

4.6 **Amount spent on maintenance in lakhs** :

i) ICT   1.41568

ii) Campus Infrastructure and facilities   17.89925

iii) Equipments   2.51942

iv) Others   18.33626

Total :   40.17091

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

NIL

5.2 Efforts made by the institution for tracking the progression

Some of the science department used to record the progression of students. Yet no formal mechanism for tracking the progression of the students evolved. However, tracking of students by telephone, e-mail and social network is under progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3077	00	00	00

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
1191	39

Women

No	%
1886	61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2124	608	09	500	00	3241	1963	573	11	530	00	3077

Demand ratio: Dropout % : 20%

Course	No. Of Applicant : Seat
B.A.(H)	7.1 : 1
B.A.(G)	2.8 : 1
B.Sc.(H)	5.9 : 1
B.Sc.(G)	1.3 : 1
B.Com.(H)	1.1 : 1
B.Com.(G)	1 : 1

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations: NOT APPLICABLE

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

No specific programme was conducted for students on counselling & career guidance. But students utilise the reading room of Career and Councelling cell.

No. of students benefitted

NIL

5.7 Details of campus placement :- NIL

On campus		Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [ ]   National level [0]   International level [0]

No. of students participated in cultural events

[0]

[0]   [0]

State/ University level   National level   International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [0]   National level [0]   International level [0]

Cultural: State/ University level [0]   National level [0]   International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount (IN LAKHS)
Financial support from institution	508	0.77620
Financial support from government	950	1.5190000
Financial support from other sources	10	0.34800
Number of students who received International/ National recognitions	00	00

* The amount is not known because the money was directly credited to the students' account.

5.11   Student organised / initiatives

Fairs   : State/ University level [0]   National level [0]   International level [0]

Exhibition: State/ University level [0]   National level [0]   International level [0]

5.12   No. of social initiatives undertaken by the students [   ]

5.13 Major grievances of students (if any) redressed

> ➢Students identity cards were issued soon after the admission.
> ➢Repairing of old building completed.
> ➢Use of plastic cup-dishes banned in canteen.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> The college has the vision of developing a new society comprising of people with high ability – courageous and generous in nature, willing to take up social cause as moral responsibility at this remote rural area (about 500 sq. Km) of highly underprivileged (economically and socially backward) population. Principal mission of the institution is to transform this underdeveloped locality to a part of a 'new world society' with scientific and superstition less attitude and cherishable values of mutual co-operation and tolerance. The mission statement of the college is "Arise, Awake and do not stop till the goal is reached".

6.2 Does the Institution has a management Information System

> To inform students, teachers and others management normally uses notification in (i) Notice board and College Website (ii) Advertisement in news paper. (iii) e-mails, sms etc..

> Collection of information and feedback from students is done through students' Union verbally, in written letters and deputations. For various information like activities of alumni, activities with other colleges etc we use internet sources.

> A Grievance / Complain box has been placed in front of the Principal's room.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college follows the syllabi developed by Burdwan University. Every department has its own module to complete the syllabus. Some departments arranged educational excursion for curriculum development.

6.3.2 Teaching and Learning

> Apart from traditional chalk and talk method, technology based teaching like using projectors, CD's, smart-board are used by some departments are arranged.

> Internet facilities are also provided to students for advance learning in some cases.

> Some depts. of both Arts and Science arranged educational tours for the encouragement of students in learning.

> Advance learners are supplied with books from Dept. Library regarding their queries.

6.3.3 Examination and Evaluation

> Annual Test Examinations are performed of all programms before final examination. The answer scripts of these examinations are shown to the students prior to declaration of result.

> Regular class tests both in written as well as in oral form are being conducted by some departments for the proper evaluation of the students performance.

> Semester examination started, with the initiation of Choiced Based Credit System from this season following UGC.

6.3.4 Research and Development

1. The institution support teachers for submission for pursuing research work.

2. The college has a planning board and research advisory-committee to support research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Each science dept. and also some Arts dept. have its own library for the benefit of students.

- All books have been catalogued and limited physical access was provided to students.

6.3.6 Human Resource Management

Human Resource Management of the college are maintained by the different advisory committees and statutory bodies like Students Union, Teachers Council, Governing Body.

6.3.7 Faculty and Staff recruitment

Whole time teachers are appointed on the recommendation of the WBCSC. PTTs were recruited as per Govt. regulations. Guest teachers are appointed by the college authority conducting interviews by external experts sent by the affiliating University as and when demanded by the departments and approved by the G.B.. Non-Teaching staff members are recruited as per G.O. of the West Bengal Govt.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- Admission process is totally online basis.

- Merit list is prepared for Honours and General students.

- After counselling, students are admitted in different hons. subjects and general courses.

- Prospectus is supplied to students at the time of admission to aware them about fees structure, students support etc.

6.4 Welfare schemes for

Teaching	Group Insurance, R.R.R.Mahavidyalaya Co-operative Credit Society Ltd., P.F.
Non teaching	Group Insurance, R.R.R.Mahavidyalaya Co-operative Credit Society Ltd., P.F., Festival Advance
Students	Students' Health Home, Free studenship, Govt. Scholarship, Minority Scholarships, Awards, Prizes.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days? N.A.

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes   No

☐   ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Initiated Choiced Based Credit System following UGC from this academic session.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Plantation by NSS and NCC students are done each year regularly.

2. Different ENVS projects are taken by different dept., to aware students about pollution from various sources.

3. NSS of the college has taken initiatives to make the campus polythene free and smoke free.

4. Formation of e-Waste management room in the institution.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. "*SHABDA-VISWA*" the word board.
>
> 2. "*PHYTOLINE*" and revenue generation.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> ➢ Increase of enrolment of students 6%
>
> ➢ More facilitation to students regarding scholarship and stipends
>
> ➢ More intensive participation of students in community development works through NSS and NCC

7.3 **Give two Best Practices of the institution** *(please see the format in the NAAC Self-study Manuals)*

Best practice-1

Title: "*Shabda-Viswa*"-the word board.

Goal: The Goal for the practice mentioned above is as follows:

1. To increase the use of Bengali Language.
2. To know new Bengali word & its meaning regularly.

Context: In recent time or if we recall, from sometime back, the use of Bengali language is found to be decreasing particularly among the young educated people. The digital cyclone has dismantled the love for mother language. The fusion of dialects which are used by common men orally or in written form has created a concern for Bengali language. In this context the IQAC initiated the idea of educating students of this college to absorb one Bengali word and its use regularly.

Practice: The Practice began by instituted a board near the main gate of the college and it was named as "Shabda-Viswa." The meaning of each and every word have wonderful idea with its grammatical form. Each word depicts a world, as it commonly called. The project is controlled by the Bengali Dept. of the college. It's written on every teaching day of the college then its written in a separate register meant for it. At the end of every month the Principal of the college signed and authorized it as an official document. In this process its moving forward.

Evidence of success: The use of one word and its meaning every teaching day, have attracted many to this board to know new word. The increase of stock of word also motivated others to follow the word board. The non-teaching staffs and outsiders come for official works also showed interest to the word board. The most fascinating matter is that many outsiders and surrounding people of the college, once who have seen it, come almost everyday to absorb every Bengali word and its word meaning written on every teaching day. In this way it has created a social outreach programme of the college. There lies its importance.

Problems: The main problem is to write it in a regular way. In very rare occasion its passed on to other day.

In a nutshell, the "Shabda-Viswa"- the word board is a matter of proud for the college.

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Best practice-2

Title: *Phytoline* **and revenue generation.**

Goal: The Goal for the practice mentioned above is as follows:

1. To help students to observe fresh biological meterials.
2. Revenue generation by selling healthy & fresh materials.

Context: It was noted that the biological materials needed for the practical classes in both UG & PG classes. It's generally observed that these materials are collected from the suppliers of scientific materials. But these materials are not found to be in good shape, size etc due to technical process. As a result we had to exchange materials with our friends of other colleges totally free of cost. On the other hand the surrounding area of our college have a very rich source of plant materials. In this context Botany Dept. of this college mooted the idea of supplying materials with reasonable price for revenue generation.

Practice: The process began after the Gonverning Body of the college sanctioned Rs. 5000/- for this pilot project to Botany Dept. The Botany Dept. started collection of different types of plant specimens required for practical classes of the surrounding College and Universities following their syllabus. The specimens processed chemically after its collection, bottled, sealed and labelled properly for despatch. Initially the specimens were tested after one month to verify its nature & finally given away, as per requirement from other institution. It was given in the social networking site for advertisement.

Evidence of success: As the time proceed, the report of fresehness of specimens by other institutions, increased its demand through various sources. In this way the Botany Dept. maintained the process and returned Rs. 5000/- to college. The practice is now running smoothly.

The selling of plant specimens to various institutions, as well as revenue generation through it, motivated the idea to run it in a more scientific and methodical way for better and greater cause of the students.

Problems: Although the process became successful it has some drawbacks, like the running fund, its despatch to others as well as to do the whole process within the tight schedule of classes of college.

Still the idea of revenue generation in a small form by selling plant specimens is moving forward with various ideas to move on.

7.4 Contribution to environmental awareness / protection

- ENVS project:- Different environmental related projects are done by part-III and from this session by part-I students (for CBCS) to increase environment awareness.
- Plantation by NSS and NCC volunteers.
- NSS students take active part to make campus plastic free.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

Strength

1. Sensitization of students and other stake holders were made regarding the maintenance of pollution free campus.
2. Students, teachers and members of the student's union actively cooperate in the smooth running of the college administration.
3. Students from distant areas are gaining interest to get themselves admitted in this college for the development of the transportation.

Weakness

1. There is a general slackness amongst the students to utilize the library resources in its optimum level.
2. The University examinations are conducted at a time of the full session of the college, which seriously tells upon the classes, as the teachers remain engaged with evaluation process, practical exams etc.
3. Inspite of repeated attempts of the college, the dependence of the students on private tuition cannot be curbed.

Opportunity

1. Teachers of this college are provided with ample scope to attend seminars, conferences and other faculty development programmes, which improves their teaching and research ability.
2. The college has set up an e-waste management room to recycle and manage the e-waste of the college. An e-waste management team has been constructed with some teachers and non-teaching staff of the college to run the same properly.
3. The departments of the college arrange peer-learning classes to enrich the teaching learning ambience.
4. The administration meticulously looks after the well being of the students and tries to utilize all the available benefits related to students from the university or government level.

Challenge

1. Improvement of the regular attendance of the students.
2. Making the library more accessible to students.
3. Involvement of more teachers in the college administration.
4. Sensitizing the students against private tuition and make them more attentive about class teaching.

8. **Plans of institution for next year**

We are trying our best for sustenance and enhancement of the quality of our works. With this aim, we are planning the following improvements:

1. Renovation of Canteen will be completed.

2. Installation of more CCTV cameras.

3. Full digitalization of the library.

4. Modalities for opening study centre of Netaji Subhas Open University within the college premises will be initiated.

5. Renovation and repairing of old building will be completed.

6. Help students get more scholarships from different private and government agencies.
7. To construct Cycle stand for more students.
8. Restructuring of major electrical works would be done.

NAME: DR PARTHA SARATHI MUKHERJEE   NAME: DR DEBNARAYAN SAHA

TEACHER-IN-CHARGE,

Raja Rammohun Roy Mahavidyalaya

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

Raja Rammohun Roy Mahavidyalaya

Academic Calendar 2017-18

Month	Period	No. of Teach. Day	No. of Exam. Day	No. of Holiday/N.T.D/ Recess (including Sunday)	Dates of Holiday/N.T.D/ Recess	Description
JULY'17	01/07 to 07/07	01	00	06	01/07	B.C Roy's Birthday
					02/07	Sunday
	08/07 to 14/07	06	00	01	09/07	Sunday
	15/07 to 21/07	06	02	01	16/07	Sunday
	22/07 to 31/07	04	00	06	23/07	Sunday
					27/07 to 29/07	College closed due to flood
					30/07	Sunday
					31/07	College closed due to flood
AUGUST'17	01/08 to 07/08	04	00	03	01/08	College closed due to flood
					06/08	Sunday
					07/08	Jhulanyatra
	08/08 to 14/08	05	00	02	13/08	Sunday
					14/08	Janmashtami
	15/08 to 21/08	05	00	02	15/08	Independence Day
					20/08	Sunday
	22/08 to 31/08	09	00	01	27/08	Sunday
SEPTEMBER'17	01/09 to 07/09	04	00	03	01/09 to 02/09	Eid-uz-zoha
					03/09	Sunday
	08/09 to	06	00	01	10/09	Sunday

Month	Date Range				Date	Day/Holiday
	14/09					
	15/09 to 21/09	05	00	02	17/09	Sunday
					19/09	Mahalaya
	22/09 to 30/09	02	00	07	24/09	Sunday
					25/09 to 30/09	Puja Vacation
OCTOBER'17	01/10 to 07/10	00	00	07	01/10 to 07/10	Puja Vacation
	08/10 to 14/10	00	00	07	08/10 to 14/10	Puja Vacation
	15/10 to 21/10	00	00	07	15/10 to 21/10	Puja Vacation
	22/10 to 31/10	05	00	05	22/10	Sunday
					27/10	Chhat Puja
					28/10	Jagaddhatri Puja
					29/10	Sunday
					30/10	Jagaddhatri Puja
NOVEMBER'17	01/11 to 07/11	04	00	03	03/11	Rashyatra
					04/11	Gurunanak's Birthday
					05/11	Sunday
	08/11 to 14/11	06	00	01	12/11	Sunday
	15/11 to 21/11	05	00	02	15/11	Akheri Chahar Sumba
					19/11	Sunday
	22/11 to 30/11	08	00	01	26/11	Sunday
DECEMBER'17	01/12 to 07/12	05	00	02	02/12	Fateha Duaz Daham
					03/12	Sunday
	08/12 to 14/12	06	00	01	10/12	Sunday
	15/12 to 21/12	06	00	01	17/12	Sunday
	22/12 to	02	00	08	24/12	Sunday

Month	Date Range				Date	Occasion
	31/12				25/12 to 26/12	Christmas Holiday
					27/12	Founder's Birthday
					28/12 to 29/12	Winter Recess
					30/12	Fateha Iyaz Daham
					31/12	Sunday
JANUARY'18	01/01 to 07/01	01	04	02	01/01	New Years Day
					07/01	Sunday
	08/01 to 14/01	00	05	02	02/01	Yuva Divas
					14/01	Sunday
	15/01 to 21/01	04	01	02	15/01	Maghotsav
					21/01	Sunday
	22/01 to 31/01	03	00	07	22/01	Saraswati Puja
					23/01	Netaji Birthday
					24/01 to 25/01	Rammohun Mela
					26/01	Republic Day
					27/01	Rammohun Mela
					28/01	Sunday
FEBRUARY'18	01/02 to 07/02	05	01	01	04/02	Sunday
	08/02 to 14/02	05	00	02	11/02	Sunday
					14/02	Shivratri
	15/02 to 21/02	06	00	01	18/02	Sunday
	22/02 to 28/02	06	00	01	25/02	Sunday
MARCH'18	01/03 to 07/03	03	00	04	01/03 to 03/03	Dolyatra and Holi
					04/03	Sunday
	08/03 to 14/03	06	00	01	11/03	Sunday
	15/03 to	06	00	01	18/03	Sunday

	21/03					
	22/03 to 31/03	07	00	03	25/03	Sunday
					29/03	Mahavir Jayanti
					30/03	Good Friday
APRIL'18	01/04 to 07/04	06	00	01	01/04	Sunday
	08/04 to 14/04	04	01	02	08/04	Sunday
					14/04	Chaitra Sankranti
	15/04 to 21/04	06	00	01	15/04	Sunday
	22/04 to 30/04	06	00	03	22/04	Sunday
					29/04	Sunday
					30/04	Buddha Purnima
MAY'18	01/05 to 07/05	04	00	03	01/05	May Day
					02/05	Sab-e-Barat
					06/05	Sunday
	08/05 to 14/05	04	00	03	09/05	Rabindrajayanti
					13/05	Sunday
					14/05	Panchayat Election
	15/05 to 21/05	05	00	02	20/05	Sunday
					21/05	Summer Recess
	22/05 to 31/05	00	00	10	22/05 to 26/05	Summer Recess
					27/05	Sunday
					28/05 to 31/05	Summer Recess
JUNE'18	01/06 to 07/06	00	00	07	01/06 to 02/06	Summer Recess
					03/06	Sunday
					04/06 to 07/06	Summer Recess
	08/06 to 14/06	00	00	07	08/06 to 09/06	Summer Recess
					10/06	Sunday
					11/06 to 14/06	Summer Recess

15/06 to 21/06	00	00	07	15/06 to 16/06	Eid-ul-Fitre
				17/06	Sunday
				18/06 to 21/06	Summer Recess
22/06 to 30/06	06	00	03	22/06 to 23/06	Summer Recess
				24/06	Sunday