



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1. Name of the Institution	Rani Dhanya Kumari College
• Name of the Head of the institution	Dr. Ajoy Adhikari
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03483255330
• Mobile No:	9564277388
• State/UT	West Bengal
• Pin Code	742123
2. Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Kalyani
• Name of the IQAC Coordinator	Md. Nazmul Islam
• Phone No.	03483255330
• Alternate phone No.	9064433026
• IQAC e-mail address	nazmul.mgc@gmail.com
• Alternate e-mail address	

3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.rdkcollege.in/downloads/2-6517E010CF10D.pdf
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rdkcollege.in/downloads/10-65152BF116FDB.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
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7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9. No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

• Appropriate management of teaching, Evaluation, and Exams through online, offline and blended mode as per the Covid situation. Enhancement of intake capacity for general students has been made according to the demand. • Various extra and co-curricular extension and outreach activities organised throughout the year including vaccination of students and sanitisation with the aid of NSS, NCC, Women's Cell, and Cultural Committee etc. • Teachers are advised to prepare documents related to Career Advancement Scheme (CAS). IQAC has monitored the progress. • Construction of low slope ramp for physically challenged students in two new buildings the entire building of the college including rooms and corridors covered with aluminium made net to protect the free movement of pigeons in the college building. • Two new teachers are hired on temporary basis in the department of Pol. Science and Physical Education.

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
Introduction of blended mode of examination.	Created a special Cell with 3 teachers and 4 non teaching staff headed by the Principal to make the students aware of the fact of Blended mode exam. The physical collection mechanisms of answer scripts have been initiated by the college. It is also decided that in every weekdays at least two teachers and two office staff would be present in the college to guide the students about their

	University Examinations.
Induction program of newly admitted students.	The Induction Program which was the held in the month of August is once again repeated for the newly admitted students who could not participated in the first program.
Career Advancement Scheme for four teachers.	A team headed by principal and coordinator IQAC has been formed to have a meeting with state Govt. Nominee and University Nominee for Career Advancement Scheme of 4 existing teachers. The work has been done successfully in meeting held in the University and the promotion papers were sent to Higher Education Department for enhancement of their salary.
Announcement of intake capacity of general.	The Kalyani University was requested through our Governing Body to enhance the Intake capacity of general degree students from 700 to 1300 due to huge number of students left un-admitted in our local area.
Special sanitization drives for the college.	As because the presence of students and teachers have been more or less regular the college took initiative to sanitize the whole college where the equipments for this process where hired from the local Municipal Authority.
Distribution of University Exams Documents.	During this Lock Down period the college has developed a separate distribution centre which is attached with college main gate, have been temporarily prepared and by maintaining social distance the required Admit Cards and Marksheets were distributed on regular basis from this counter.
Massive sanitization programme.	As the college remains open since 16th November 2021 the massive sanitization of the whole college, furniture, office room, toilets, were done with the help of hired machine from the local Municipal authority.
Ramp for PWD Students.	Executive Engineer of PWD Division II, was requested to construct low slope ramp in two new buildings prepared by them out of RUSA fund, and the job is done accordingly.
Maintenance of Hygiene	The whole building of the college including rooms and corridors covered with Aluminium made net to protect the free movement of pigeons in the college building. The total cost of the whole work was around Rs.1.5 Lakh
Revisiting of Self-Finance Course Starts.	The self finance enhanced fees for few courses has been abolished and a college maintenance charge for all the students have been initiated from the academic year 2021- 22. This attempt would reduce the burden of the students' community and would established and equal balance of tuition fees for all the students irrespective of subjects.
Prayer for sanctioning non-teaching post against retired vacancy.	Considering the extra financial burden on the students due to several numbers of casual staff a letter to concerned government department has been sent seeking for sanctioning the post of non teaching staff who got retired for last 20 years.
FIP of Parama Ray	Mrs. Parama Ray has successful completed her FIP.
Installation of New CCTV	The whole college is made covered with 36 digital cameras under CCTV coverage and the analogue system camera has been removed.
Departmental Seminar	On 8th March, 2022, under the guidance of Women Cell and IQAC, Seminar on Importance and Relevance of International Women's Day was organised. The Convener of this Seminar was Dr Mousumi Chakraborty, the speakers of this Seminar were Professor Samir Kumar Mukherjee, Mrs Anindita Saha and Dr. Ajoy Adhikari. The numbers of female participants were 135.
Seminar of Women Cell	On 11th May, 2022, a Seminar at state level was conducted. The onvener of the Seminar was Mrs Parama Ray and it was jointly organised by the Department of Sociology and IQAC of the college . The title of the seminar was Career Opportunity in Sociology after Graduation. The Honorable speaker was Mr Joheb Islam,

	Assistant Professor, Department of Sociology, Jhargram Raj Government College, Jhargram. The number of participants including our college students was 62.
Reopen of college after devastating Pandemic.	The College opened on 16-11-2022 after a gap of 1 Year 7 Months long period for devastating Pandemic. Again, it was closed for land ½ Months and reopened in middle of January to conduct regular classes. Due to this uncertain situation no college sports, workshops and Cultural Programme could be held in the College.
Publication of Basundhara, Vol.3	The 3rd Volume of our Edited Book with ISBN is awaiting for the year. Due to massive lock-down the whole efforts was delayed. Hence it is decided that the process of publication of 'Basundhara' would be started as soon as possible and the new Joint Editors would be Md. Nazmul Islam and Subhajit Das.
New Teacher Appointment	Two teachers in the Department of Political Science and in the Physical Education were hired purely on temporary basis with due permission from Governing Body.
PRCN Course of Masiur Rahaman	Masiur Rahaman, the Full-time permanent Librarian of the College was sent to Officer Training Academy (OTA), Kampti, Nagpur to attain PRCN course for the training of Associate NCC Officer (ANO) and the whole expenditure related to the training is borne by the college. An advance of Rs.50, 000.00 (Fifty Thousand only) has been sanctioned by the College for this activity.
MoU was signed with Berhampore Girls' College	MoU was signed with Berhampore Girls' College in the month of September, 2021 during the last lap of Pandemic. Various programme on Academic and Administrative Job Oriented Programmes have been initiated

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

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

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	05/01/2023

15. Multidisciplinary / interdisciplinary

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

16. Academic bank of credits (ABC):

NIL

17. Skill development:

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

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

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

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

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

20.Distance education/online education:

The prolonged lockdowns and the restrictions on the physical classes during the pandemic had obliged us to shift to the online mode of teaching. All classes of all the Departments were taken through Google Meet/ Zoom, the notices being displayed in college website and simultaneously circulated through WhatsApp Groups. Doubt clearing and interactive sessions along with various other activities with students were carried on in the online mode. Besides, the college has been catering distance education through IGNOU and Kalyani DODL for PG. These two wings of Distance Learning were in full swing even during the unprecedented situation of Lockdown.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1	3120
Number of students during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

2.3	416
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	14
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	17
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	10.27
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	29
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Overcoming the vulnerable period of COVID 19, our institution starts progressing on taking offline classes and orientation programs were conducted in offline mode. We put due measures for the overall development of our students. In each and every corner of educational territory, we strictly adhere to a thorough curriculum of CBCS method.

We always attempt to make a scientific method of making proper scenario of teaching programs. Every time we want to upgrade us as per the curriculum. We maintain a definite documentation based on the feedbacks of the students. We always furnish questionnaire from the text we teach in the classes. Apart from that, we develop the functions of internal assessment which eventually become fruitful for them in their semester exams. We denote the difficult subject matters as well as relatively weaker students with our documentation to provide them remedial classes for their betterment. Not only that we also categorise our students based on their merits and strengths and keep that valuable notation as documentation.

So, admitting the agenda of students as first priority, the scientific diversification and documentation of their curriculum channelise our progress towards a fruitful direction.

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)

This session of 2021-22 exhibited before us a ray of hope as we overcame the pandemic situation and commenced offline classes and programs from November 2021. Before that we went along with the online classes and orientation programs with our students. Maintaining thoroughly the academic calendar with the proper regulation of classes, we followed up the projected syllabus successfully and prepared our students for examinations regarding their subjects.

After the commencement of offline regular classes, we not only emphasized the topical elements but also focused on the hygiene level to sustain the students' future. Day in and day out, we try to mould the proper attitude of our students by taking classes,

organizing seminars and workshops following the needful. As our faculty members have sound rapport with our students, they remain energetic to organize regular programs when they come in direct physical contact within college premises. It is quite natural that sociability comes from direct union among the students and education brings that notion to us. It is a fitting reply to the pandemic and we are able to focus properly on our motto as an institution.

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

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

20

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

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

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

2

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

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

120

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

120

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

1.3 - Curriculum Enrichment

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

Professional ethics: Obliging ethical responses in the professional journey is one of the most important points to engage an educational institution. Taking classes in regular basis with punctuality, understanding the strengths and weaknesses of our students, constructing morality and honesty in every aspect of life consist of the professional ethics inside the institution.

Gender: Equality in terms of gender is our goal in every nook and corner of our institution. As we have students from remote areas, they have some prejudices in their life. Our Women Cell always attempts to eradicate the dogmas by conducting seminars, webinars at regular intervals.

Human Values: Our aim is to inculcate human values amongst the students. The college has drafted its own way of incorporating human values and professional ethics into curriculum with the help of NCC and NSS Unit of the college.

Environment and Sustainability: The NSS Unit of our college has been continuously engaging themselves to progress naturally not only within our college premises but also to and fro way out of our college. We strictly prohibited smoking inside the college campus with the injunction of mulct. We keep on making beautiful gardens to beautify the campus. Our aim is to make people conscious of environment. In every juncture of securing a definite position as an institution, it is our sincere effort to maintain a certain degree of achievement.

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

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

5

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

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

103

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
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1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

6534

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

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

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

1001

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. The aim is to open the world of knowledge to the pupils belonging to different strata of the society. Most of our students are first-generation learners and they absorb knowledge according to their own needs and capabilities. At the time of admission, counselling is conducted as per the merit list. At the commencement of the classes, the faculty members interact with the students to ascertain their background, choices of subject stream, medium of education etc. A system of continuous evaluation also helps the teachers assess the progress of the students. One of the common shortcomings found among the students is the lack of English proficiency. So, to enhance their linguistic abilities, additional

Spoken English classes are organised to ensure inability to communicate does not act as a deterrent to learning. Usually, each Department conducts extra tutorial classes for slow learners after scheduled class hours. Teachers guide them to be prepared for competitive examinations. Our sincere teachers also provide e-resources to them. They interact with the students through Google Classrooms, WhatsApp Group to get the syllabus completed.

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
3120	14

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are properly utilised by the college for enhancing learning experiences. With the aim of catering quality education to our pupils, all efforts are taken to involve the students in active participatory learning. All departments engage students in experiential learning best suited to their course. Apart from theoretical and practical classes, students of the departments like Commerce, Sociology, Education organise industrial tours/ educational tours to nearby factories and places as part of social outreach program. The Geography Department students go for excursion every year to a place of geological significance. Students are taken to the local museum at Jiagan and Hazarduari Palace at Lalbagh. Plays are performed by language Departments like English, Sanskrit and Bengali. Films based on texts in the syllabus are also screened by them as well. Students of the Department of Political Science actively participate in Mock parliaments. The national Voter's Day is celebrated in the college to acquaint the students with the democratic ideals. The learning experience is enriched by extensive use of ICT tools like ppts and online tests.

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

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

Our institution has invested substantially in digital learning. Most teachers use ppts and circulate links to digital resources. The college is dedicated to encourage all the faculty members to use ICT. The faculty members are also encouraged to attend workshops on digital learning. It really helps our faculty members to organise webinars during lockdown and seminar during later phase of the academic year. Hence, assignments, quiz contests and tests can also be conducted in online mode as per the demand of the hour. The library has Nlist facilities through which the teachers and students can access several journals and reference books. Several e-resources can also be viewed online through OPAC, National Digital Library of India, West Bengal Public Library Network and West Bengal College Library Resources. The researchers are also indebted to these facilities to pursue research in any field of their interest. Since, Research Methodology is part of the curriculum of several departments, students can attain practical knowledge from these e-resources.

File Description	Documents
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Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

33

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

2.4 - Teacher Profile and Quality

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

14

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

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

82

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.

Examination Committee headed by the Pricipal of the college is dedicated to deal with the matters related to Internal Examination and Kalyani University Examinations at very end of each semester. Internal examinations are conducted twice per semester. It is held centrally under the supervision of TCS. During the lockdown, the entire process of evaluation is done in online mode.

Questions were displayed in college website, students have to answer them from home and have to submit answer scripts to email-id as provided by various departments. After evaluation by the teachers concerned, students' doubts are cleared and award list is displayed in departmental WhatsApp Groups. At end of the present academic year when lockdown is completely over, offline examination has also been conducted for the second internal. The concerned teacher submits the award list in the university portal within specific time as asked by the university to upload them. After a thorough scrutiny, the award list has been finally submitted from the Principal's end. Any complaint in this regard is immediately addressed and sorted out by the department concerned.

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 final examinations are conducted under the guidance and regulation of Kalyani University at the very end of each semester. Examination Committee consisting of the Principal, Teachers' Council Secretary and other teaching and non-teaching staff is entrusted with the duty of conducting examination. Any grievance during the examination regarding any grievance against the evaluation process or marks obtained is first addressed by committee and if not resolved, is referred to the competent authority, headed by the Principal. The Principal forwards the applications to the Office of the Controller of Examinations, Kalyani University. The students can apply for review or scrutiny in any paper(s) [Maximum 2 papers each semester] through the university web portal by paying the requisite fees online. There is also provision for RTI as per the existing university norms. For internal evaluation, evaluated answer scripts are shown to the students and preserved for future reference as well. This minimises the test related grievances and articulates the transparency of the evaluation system.

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.

The institution has successfully designed programme outcomes for Humanities and Commerce. The Departmental Teachers along with the TCS and all the honourable members of the IQAC formulate the learning outcomes adhering to the UGC guidelines and the directives of Choice Based Credit System (CBCS) as designed by Kalyani University. Teachers are very serious about the learning outcomes of the course from the beginning of each semester to the end. Thus, students are made aware of the expectations of the course at the very outset. The course outcomes are primarily directed not to make the students to acquire only bookish knowledge, rather their skills have been enhanced, make them more eco-conscious and a responsible citizen for the future, thereby, making them aware of the course outcome.

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.

To equip the students for either further studies or possible employment is the target. Keeping this in mind Programme and Course outcomes are designed. Feedback from students is collected and analyzed to assess how far the institution has succeeded in fulfilling its desired outcomes. The institution also holds meetings with the Departments after the publication of every Semester result by Kalyani University. It

aims to ascertain how far the outcomes are being achieved and what further measures are needed to be adopted to ensure and achieve a more enriched learning outcome. The teachers can assess whether the objectives of the stated outcomes are being achieved or not through regular classroom teaching, two Internal exams during the semester and university exams at the end of each semester. Teachers also arrange impromptu test and viva-voce for the attainment of such outcomes to the desired perfection.

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

418

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)

<http://www.rdkcollege.in/downloads/6-6517BD78A7BE3.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

4

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

12

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

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

4

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

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

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

With this aim, the NSS Unit of the college organised a massive vaccination programme in the college premises on 01.10.21 with the assistance of local hospital and Azimganj-Jiaganj Municipality. Almost 1200 students were vaccinated. The programme was conducted with strict maintenance of Covid 19 protocol.

The NSS Unit of the college also organised a Career Development Program on 19.11.2021. Not only students of our college but also our ex-students, students of other colleges and youth of the neighbouring areas were invited. The event was collaborated by RICE Academy, a reputed academic institute of Berhampore. Experts deliver speeches on how to be self-reliant and confident. They were enlightened about various scopes in employment sectors. Not only did such acts of support strengthen the students and youth but it was also instrumental in making them realise the true value of education.

Another extension activity carried out by the college is Punet Sagar Abhijan. It was organised on 05.04.22 by NCC Unit of our college. Total number of 75 students took part in the program. They cleaned the banks of the river Ganges. They also made awareness amongst the common people of local area the importance of maintaining cleanliness of the river.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	View File
-----------------------------------	---------------------------

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

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

0

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

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

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

10

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

1136

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

2

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has thirteen classrooms of 1921 sq.mt., There are four well-furnished and fully equipped laboratories viz. Geography laboratory, Defence Studies laboratory, Commerce laboratory and Computer laboratory of 104 sq.mt as well. The institution has also a NCC and NSS office and a wi-fi connected Teachers' Room which is located near the Principal's chamber and college office. The college has a ICT-enabled classrooms with projectors, computers, printers, scanner and wi-fi connection. The college has a separate office room and account section. Computers, laptops, scanners, printers, Xerox machines, projectors, bio-metric attendance device are among the IT resources available to facilitate the teaching-learning process. Besides, CCTV cameras have been installed in the classrooms, library, corridors and various corner of the college for the security of the students and monitoring purposes.

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

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

For the all-round development of the students, the college encourages students to take part in cultural programmes, sports, games, yoga and meditation. So, various cultural activities such as Basanta Utsab, Freshers' welcome, Saraswati Puja, International Mother's Day, and Annual Social etc. are celebrated. The college has a well-equipped auditorium. To keep the students healthy, the college encourages the students to take part in Sports and Yoga. The institution has a big playground. There are also provisions for indoor and outdoor games in our college. Students are also encouraged to take part in various indoor games such as carom, table tennis, ludo and chess etc. as well as in various outdoor games such as inter-class cricket, football, Kho-kho, kabadi and volleyball tournaments and we take pride on a few number of students who performed well not only in annual-sports but also in state-level sports championship.

A well-equipped gymnasium with twelve station multi-gym, manual trade-mill, multi-bench, sit-up magnetic bike, fitness roller machine, vibration machine, twister and medicine balls is there to give the opportunity to the students to keep them fit. The college has a well-equipped Yoga-Centre with eight yoga mats.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

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

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

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

10.27

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 is partially automated. For, this purpose, it uses Integrated Library Management Systems (ILMS) and the name of the ILMS Software is KOHA. This software has been partially automated since 6th November, 2017 and the version of the Software is 3.22.10. The updated automated library has various valuable books and a big air-conditioned reading room for the students. Total number of books including text books and reference books is 18085. Eleven journals are also subscribed by the institutional library. Every year, the library renews the subscription of Infolibnet and the teachers and students get the opportunity to get access to the various national ,international e-journals, e-Shodhganga, e-ShodhSindhu and e-books through INFLIBNET (Digital Database).Library is visited daily by 32 students and 20 faculty members (approx..).

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

3.00741

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

52

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

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

4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	No File Uploaded
Student - computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

4.94

File Description	Documents
Upload any additional information	No File Uploaded

Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college regularly conducts seminars, webinar, workshops and different cultural activities like the Annual Sports, Annual Social, Saraswati Puja as some of the important activities for the students. Laboratory is regularly looked after for its consumables reagents. Library facilities are also provided to all the teachers, students and non-teaching staffs. Computer facilities are provided to the student of Geography, Commerce and others. Some of the departments are provided with desktops and other departments are provided with laptops. There are also projectors availed for all the departments to project seminars and films for the students. In our campus there has big playground, gymnasium, indoor game facilities with separate boys and girls common room.

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

2402

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

36

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

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

A. All of the above

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

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

8

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

8

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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

8

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

5.3 - Student Participation and Activities

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

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

0

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

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

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

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

9

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded

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

[View File](#)

5.4 - Alumni Engagement

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

The Alumni Association is yet to be registered.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

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

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

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded

Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

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

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

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

0

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

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

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

0

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

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

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

6

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

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

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

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

6.4 - Financial Management and Resource Mobilization

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

There is a Finance Sub-Committee which monitors the appropriate use of available finances of the college. One member from the teaching staff is appointed as Bursar of the college to look after the financial aspects of the college on behalf of the Principal. The decisions of the Finance Sub-Committee, Purchase Sub-Committee and Bursar have to be approved by the Governing Body. The college accounts are jointly operated by the Principal (who is also the Secretary of the Governing Body) and the President of the Governing Body. Financial audit of the college are made on a regular basis by the qualitative Chartered Accountant, an authorized auditor of the Government of West Bengal.

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

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

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

0

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

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

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

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

6.5 - Internal Quality Assurance System

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

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

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

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

The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes: The Academic and Administrative Audit (AAA) is the primary teaching-learning review conducted every semester. The AAA evaluates the fulfillment of institutional parameters of planning, execution and record-keeping of teaching practices, curricular, and co-curricular activities. With the implementation of the AAA, there is uniformity in conceptualization of the structure and methodology of academic and extracurricular routine in every academic session. All the departments in the college abide by the institutional norms (initiated by the IQAC) such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; course completion according to lesson plan; academic and

extracurricular work delegation within the department; use of ICT in teaching practices, wherever applicable; execution and moderation of internal assessment(s); assessment of learning-outcome by identifying high performing and low performing students, analysis of end-semester examination results etc. Such detailed institutional parameters have been instrumental in strengthening the competitive spirit on campus and streamlining the entire process of teaching-learning.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Equity, as aptly defined by the International labour Office (ILO), embodies the essence of fairness, ensuring that women and men receive treatment according to their unique needs -be they equal or different but equivalent in rights, benefits, obligations and opportunities.

Our College stands unwavering in its commitment to Gender Equity, actively promoting equal participation of Women and Men in decision -making, bridging the enrolment gap, fostering equality in the learning process and providing equitable benefits for all.

The Women's Cell, a pillar of support, takes bold initiatives to ensure safety, well-being and counselling for female students. International Women's Day is celebrated with zeal, commemorating the indomitable spirit of women.

Sensitization programmes are conducted , creating awareness about women's health and hygiene and empowering them to lead healthy lives. An inspiring awareness programme further equips girls with knowledge about government programmes and women's empowerment skills.

In unity with our principles, we forge ahead, paving the way for a brighter and more inclusive future. Gender Equity is not a mere aspiration here; it's a living reality, fueling progress and transforming lives. Together, we empower and uplift, ensuring every individual thrives-regardless of gender within our academic heaven.

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

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

D. Any 1 of the above

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

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

In our institution, waste management stands at the forefront of our mission to create a sustainable future. With carefully devised schemes, we are making a tangible impact on the environment.

At discreet locations throughout the campus, we have strategically placed separate coloured Bins, a testament to our commitment. These bins efficiently gather both wet and dry waste, laying the foundation for responsible disposal by relevant person. The entire campus is "plastic free zone".

E-waste, a growing concern in today's digital age, has not been overlooked. Isolated and segregated locations ensure that it undergoes proper periodic disposal. We understand the urgency of addressing this issue for a cleaner tomorrow.

Our Institution's dedication to waste management goes beyond compliance; it embodies a deep-rooted ethos. Through these transformative initiatives, we are shaping a sustainable legacy for generations to come. Together, we pave the way towards a greener and healthier planet.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

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

E. None of the above

4.Clean and green campus recognitions/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	No File Uploaded

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

C. Any 2 of the above

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

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

Rani Dhanya Kumari College truly fosters inclusion and remains true to its motto of inclusive education. The classrooms, playground and all spheres include students from all backgrounds and religion. The cultural programmes, the college Social, Freshers'welcome and all co-curricular activities attempt to bridge all gaps and differences into a seamless entity, which is our beloved institution.

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. A nominal fee structure for all students allows quality education for economically challenges ones. The student profile consists of SC, ST, OBC-A (Minority) and OBC-B students along with 57% girl students. Basanta Utsav, the colour festival to mark the spring season is celebrated in the College campus by all students and teachers to promote mutual harmony and happiness. Bhasha Dibas celebrated on 21st February every year brings different linguistic groups on a common platform to celebrate each language with full glory and honour. Whether it be music or food, work or play, the institution and all its inmates and stakeholders stand as a united whole with mutual respect for one another.

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

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

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

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

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

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

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

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

1. Professional accountability.
2. Commitment to Colleagues.
3. Commitment to students and community.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

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

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

Imparting education to ensure all-around societal development requires a holistic strategy. Intrinsic to such a blueprint is the placement of high values on memorialising national holidays and acclaiming our national victors, to whom our entire society is bound. Our institution is of the conviction that such noble conclaves will infuse and instill among us and our learners the valued credo of consolidation and national integration. During these commemorative events, we recollect and reconnect to our cultural roots. In accordance with the above, the college has observed the following days on our campus :

Rabindra Jayanti, World Environment Day, Independence Day, Republic Day, Teacher's Day, Basant Panchami etc.

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

1. Title of the practice: Abolition of enhanced tuition fees.
2. Objective of the Practice: IQAC has proposed to abolish the enhanced tuition fees amongst the students for all courses.
3. Context: The GB in principle accepted the issue of abolition of enhanced fees.
4. The Practice:
 - The enhanced fee is an extra burden for the students.
 - The State Government by its order took the responsibility of the remuneration of all guest teachers.
 - 18 casual office staff out of college revenue income.
1. Evidence of success: The students charged with enhanced fees were relieved from the extra burden.

Best Practice: 2

1. Title of the practice: Student Seminar
2. Objective of the practice: It was the demand of time to organise some events where students could be assembled for more and more interactions.
3. Context: This was an opportunity to push fresh enthusiasm in student community which they needed.
4. The practice: Though, the seminars had five speakers but our focus was fixed on interactive nature of the seminar only.
5. Evidence of success: Those seminars on social problems and job opportunity create an environment of inquisitiveness amongst the students and teachers.

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

The institution has a nominal fee structure with provision of Government Scholarship. This allows students from socially/economically challenged backgrounds to get quality education and makes the college distinct compared to other colleges, having inflated fee structures. Reservation for SC, ST, OBC-A (Minority) and OBC-B students is followed. We have empowered women students in higher education with overall 57% female student statistics. Apart from academic excellence, the college also pays sincere attention to overall development of students. Students have shown outstanding performance in sports tournaments. The institution is distinct in its social responsibility through NSS units.

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

- To accommodate various new subject teachers in addition to specialist full time teachers for the betterment of the students.
- To organise few awareness programs on National Education Policy 2020.
- To sign more MOU with other institution would be initiated in the coming academic

year.

- PWD be asked to finish the project as early as possible out of the RUSA fund.
- Separate Student's Canteen be made.
- Repairing of Roof top of Sports Complex.
- New students' desk of 100 pairs of iron made desks for the upcoming years out of college accumulated fund.
- The third volume of 'Bashundhara' would be published.
- More CCTV coverage would be taken under the surveillance of existing CCTV Network.
- To submit U/C for first installment of RUSA.
- RUSA second installment be spent as per DPR.
- More blood donation camps would be organised.
- NSS unit of the college would be designed in such a fashion, so that, they can initiate more and more services to the remote villages especially to the village women and for our female students.