

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

RAMAKRISHNA SARADA MISSION
VIVEKANANDA VIDYABHAVAN

1.2 Address Line 1

33, SRI MAA SARADA SARANI

Address Line 2

DUMDUM

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700055

Institution e-mail address

rksm.college@gmail.com

Contact Nos.

033 2551 3452/ 2579 1638

Name of the Head of the Institution:

PRAVRAJKA BHASWARAPRANA

Tel. No. with STD Code:

033-2551-3202; 033-2579-1638

Mobile:

9830051074

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR: www.rksmvv.ac.in/AQAR2011-12.doc"/>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2004	5 YEARS
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

2011-12

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

- i. AQAR 2004-05 submitted in Dec.2005 (DD/MM/YYYY)
- ii. AQAR 2007-08 submitted on 05/01/2009
- iii. AQAR 2013-14 submitted on 09/10/2015 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)
- v. AQAR _____

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)

Certificate Course in Basic Computer Training in collaboration with WEBEL.

Yoga class

1.12 Name of the Affiliating University (*for the Colleges*)

WEST BENGAL STATE
UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities NA

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

Level Total Nos. International National State Institution 2

(ii) Themes OFFICE-COSA WORKSHOP, LIBRARY -KOHA

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

* Academic Calendar of the year as Annexure. - I

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

Reviewed and approved by Ramakrishna Sarada Mission Vivekananda Vidyabhavan Managing Committee.

Part – B

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				
PG				
UG	12			2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			
Others				
Total	13			

** Refer to Annexure. - II*

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	2, B.A. & B.Sc.

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

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

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

As per University Notification

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	Others
22	16	06		

2.2 No. of permanent faculty with Ph.D. :

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
	3								3

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Lecturer -8

Part Time Lecturer- 10

2.5 Faculty participation in conferences and symposia: **Refer to Annexure. - III**

Annexure: III

No. of Faculty	International level	National level	State level
Attended	1	1	3
Presented papers	2	2	2
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning: All the departments of this College have always been inclined to using different innovative and pragmatic ways of teaching in order to provide an in-depth understanding of the curriculum. This year too, students were actively involved in research-based projects like poster exhibitions, wall magazines, and group presentations. Class lectures were supplemented with extension lectures, power point presentations, panel discussions, recorded performances of poets, and films and stage adaptations of plays and novels. Interactive teaching methods included group discussions and micro teaching.

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

223

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

As per University Regulation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

78 - 80 %

2.11 Course/Programme wise

distribution of pass percentage : 2012

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA PART 1 HONS	139		14% (19)	61% (85)		25% (35)
BA PART 1 GEN	20		Nil	15% (3)		85% (17)
BA PART 2 HONS	84		16% (13)	71% (60)		13% (11)

BA PART 2 GEN	18		Nil	28% (5)		72% (13)
BA PART 3 HONS	140		9% (13)	81% (113)		9% (13)
BA PART 3 GEN	28		Nil	18% (5)		64% (18) PNC- 2

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes: The Teachers' Council Subcommittees under supervision of the Principal look after the smooth functioning of the college. The committees aid in planning, implementation and review of the academic calendar, admission process and policies, and other departmental activities. Refer to Annexure I for academic calendar.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5 Sunetra Mitra (History) Debrupa Das (Bengali) Sanghamitra Mukherjee (Sanskrit) Kabita Nath (Economins) Rohini Dharmapal (Education)
UGC – Faculty Improvement Programme	3 Sanghamitra Mukherjee (Sanskrit) Payal Bose Biswas (Political Science) Kabita Nath (Economins)
HRD programmes	
Orientation programmes	1 Saheli Roy Choudhury (Political Science)
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	2 Sunetra Mitra (History) Payal Bose Biswas (Political Science)
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	1		1
Technical Staff				1

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are encouraged to take up different research activities and to avail of the infrastructural supports available at the College. The College authority is prompt in reviewing and accelerating research and grant proposals like UGC MRP, FIP and PTAC.

3.2 Details regarding major projects: None

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs			1.12	

3.4 Details on research publications

	International	National	Others (State)
Peer Review Journals		1	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			1

****Refer to annexure . - IV***

3.5 Details on Impact factor of publications:

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				
Minor Projects	Mar, 2012 to Feb.,2014 (1yr. 11 months)	UGC	1,12,000	1,11,950
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			1,12,000	1,11,950

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

ii) Without ISBN No.

***Refer to annexure - IV**

3.8 No. of University Departments receiving funds from - NA

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College:
Total

3.16 No. of patents received this year

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

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

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

Level	International	National	State	University	College
Number					

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
Any other :			

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

Refer to Annexure. - V

- **Criterion – IV**

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Academic Year		2011-2012		
Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.78 Acres	Nil	Donated	10.78 Acres

Class rooms	29	Nil	College Fund	29
Laboratories	01	Nil	College Fund	01
Seminar Halls	01	Nil	College Fund	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	15	05	College Fund+UGC	20
Value of the equipment purchased during the year (Rs. in Lakhs)	6,47,343.00	1,95,305.00	College Fund +UGC	8,42,648.00
Others	4,48,095.00	49,500.00	Government Grant	4,97,595.00

4.2 Computerization of administration and library

Library - 3 Desktops and 1 printer
Office - 3 Desktops and 1 printer

4.3 Library services : **Library services: Apr-Mar 2010-11; 2011-12**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	263	34977.00	462	82275.00	725	117252.00
Reference Books	179	84903.00	321	73060.00	500	157963.00
e-Books	Cds(acc.materials)free e-journals/book from Internet	Do	Do	Do	Do	Do
Journals	4	1620.00	7	10284.00	11	11904.00
e-Journals	Cds(acc.materials)free e-journals/book	Do	Do	Do	Do	Do

	from Internet					
Digital Database	Free database from Internet	Do	Do	Do	Do	Do
CD & Video	10 CDs	Free (accomp. Materials)	15 CDs	Free (accomp. Materials)	-	-
Others (specify)	12	Donated	12	Donated		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Librariy
Existing	15	10	YES	1	1	3		2
Added	5	1					3	1
Total	20	11				3	3	3

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

Students are offered a Basic Computer Course in collaboration with WEBEL. Cyber room with 11 computers, Teachers' room with 3 computers and library with 3 computers with printers for downloading data, browsing and printing important materials. Ongoing Library digitization with KOHA Software since 2011 and COSA Software implemented since 2012 for processing salary bills.

4.6 Amount spent on maintenance in lakhs: Year 2011-2012

i) ICT	1,282.00
ii) Campus Infrastructure and facilities	13,37,889.000
iii) Equipments (Xerox)	1,95,305.00
iv) Others	49,500.00
Total :	15.83.976.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

NA

5.2 Efforts made by the institution for tracking the progression

Besides ensuring the maintenance of academic schedule and monitoring the students' performances, the institution also arranges for financial assistance for students coming from financially weaker sections of the society (a large number of students belong to this section). Grants and aids are offered by several bodies viz. West Bengal Govt., Ramakrishna Mission Institute of Culture, Sri Sarada Math, Bengali Cultural Society, RKSMVV Alumni Association and a host individual well-wishers.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
447			

(b) No. of students outside the state

None

(c) No. of international students

None

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
342	90	3	30		465	330	82	3	32		447

Men

Women

Demand ratio

Dropout %

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

There is a Career Resource Corner at the library with adequate study material and preparatory resources for competitive exams.

Based on an arrangement between the college and Rasik Bhita, the vocational and cultural wing of Sri Sarada Math, students are admitted to soft skill development and computer training courses at the institute for free or reduced charges. A few of them have secured jobs with companies like Wipro and TCS.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance :

All the teachers and the inmates provide ample one to one interaction and group counselling sessions to the students in different career and personal aspects of their life so that they can go on become successful citizens

No. of students benefitted

Many students especially those belonging to the economically backward classes are amply benefitted through career and personal advice from the teachers.

5.7 Details of campus placement: Non

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The goal of the college is to work towards creating responsible, confident and empowered women. There are constant informal attempts by teachers to guide students to encounter adverse situations.

The college library has a Gender Resource Corner where books and journals related to gender issues are on display. Books and journals obtained from and related to organisations like *The West Bengal Commission for Women, Sanhita Gender Resource Centre, School of Women's Studies (Jadavpur University)* and other NGOs are arranged in this corner. There are books on legal rights of women. Films on this subject supplement this section. Plans are on to expand this Corner into a full-fledged Women's Studies Centre of this college.

5.9 Students Activities *Refer to Annexure. – VI*

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

State/ University level National level International level

No. of students participated in cultural events

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 National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	44	1,48,340
Financial support from government	46	3,11,300
Financial support from other sources	22	1,51,400
Number of students who received International/ National recognitions	10 (National)	43,277

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Sunday/after school, charitable dispensary

- i) A charitable dispensary is run by the Mission for underprivileged women and children of the neighbourhood. Students are assigned rotational duties in assisting the monastic members in- charge of the homeopathic dispensary, attended by two visiting doctors every week.
- ii) The boarders (students) are entrusted with various duties in the hostel, shrine, garden and sick room. This induces in them a sense of responsibility and community feeling, besides training them to adapt to all kinds of situations in life.

5.13 Major grievances of students (if any) redressed: - None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The College was founded on Swami Vivekananda's philosophy of bringing woman to the forefront and making them an integral part of the developmental activities of society. It has always been our initiative to continuously inculcate the Vedic tradition along with scientific and cognitive thinking among the students in order to make them grow into a rational as well as conscientious individual with a strong character and logical perspective. Hence all teachers and monastic members are strongly committed to impart the ideal education to students, which includes moral values and acceptance of social, cultural and ethnic diversity. They are able to achieve their goals of creating professionally successful as well as emotionally healthy modern Indian women as they interact with students in a disciplined and affectionate manner free from any interferences.

6.2 Does the Institution has a management Information System

We exercise ample attention towards maintaining an effective and transparent Information System to ensure smooth governance. The Managing Committee (MC) and Teachers' Council (TC) are the two policy making bodies of the college, which communicate their decisions (In the case of Managing Committee) and policies through the Principal and Teachers' Council Secretary. The TC subcommittees and departments implement the policies discussed and decisions taken at the TC meetings.

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

6.3.1 Curriculum Development

The college follows the Curriculum prescribed by the university. Apart from that, regular departmental meetings are held to discuss different teaching methods, academic initiatives and faculty updating to achieve maximum academic output and excellence.

6.3.2 Teaching and Learning

Teaching and learning is based on both traditional and innovative methods. Student seminars, micro teaching, group projects, etc. are encouraged to develop the students' analytical ability and presentation skills. Tutorial classes are held for students of all merits to groom them for university examination as well as higher studies. Extension lectures, seminars, workshops are organised to motivate the students so that they become academically self-reliant and free from dependence towards the tuition system.

6.3.3 Examination and Evaluation

Academic performance of the students are continuously evaluated through class, home and group assignments, unit tests, mid-term and terminal exams on regular basis in order to sustain a proper academic growth. Distribution and discussion of corrected answer scripts are also done regularly. University exams are conducted according to their prescribed schedule.

6.3.4 Research and Development :

The institution encourages the teachers to take up research oriented programmes like the UGC MRPs, FDPs and PTACs. It also ensures prompt and proper disbursement of sanctioned research grants so that the teachers can continue their research activities with ease. Refer to Annexure 3, 4, 5 and 6.

6.3.5 Library, ICT and physical infrastructure / instrumentation

462 text books, 321 reference books and 7 journals worth Rs.1, 65, 619/- have been added to the existing library collection. Besides that CD, DVDs, E-books, E-journals (all of which were donated) have also included in the collection. KOHA for effective library administration have been introduced.
5(five) computers were added to the overall technological infrastructure of the college. Digitisation is in process.

6.3.6 Human Resource Management

Students: The total ambiance of the college is absolutely free from ragging and political influences. Continuous monitoring and close supervision of the students' performances, within and outside the classroom, inculcation of values and ethics through formal classes and interactions transform the students into confident and self-reliant individuals. The year round cultural, motivational and value based programmes, annual sports and cultural competitions, student projects, wall magazines are all aimed towards all-round development of the students.

Teachers: Along with their academic assignments and departmental activities, teachers are part of several committees and make an effective contribution to the administrative setup.

6.3.7 Faculty and Staff recruitment

The college does not have any power to recruit full-time teachers. All appointments are done by the College Service Commission. Part time and Guest faculty are appointed by the Management through interviews. Monastic faculty members are recruited by the Managing Committee on the basis of their academic qualifications. Government directives are followed for recruiting non-teaching staff.

6.3.8 Industry Interaction / Collaboration

With WEBEL, for running the Computer Training Course.

6.3.9 Admission of Students

Admission is completely merit based for all departments. Admission details are advertised in the college website, local newspapers, and posted on the College Notice Boards. Admission tests are conducted by English and Sanskrit departments. Govt. and UGC directives regarding seat reservation are strictly adhered to.

6.4 Welfare schemes for	Teaching	
	Non teaching	
	Students	Scholarships, freeships and other financial benefits.

6.5 Total corpus fund generated Rs 71, 46,453.98

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done? - No

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

6.8 Does the University/ Autonomous College declares results within 30 days? - NA

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The RKSMVV Alumni Association first commenced its journey in the year 2003. Since inception, the association has a strong bondage between the institution and the students, present and past. Like every year, the Alumni AGM and the College Reunion were held on 26.01.2011 and Spiritual retreat on 21.08.2011. Members also put up food stalls on 27.11.2011 at the annual 3 day Sarada Mela.

The Alumni Association extended financial support to the College by donating Rs.10,000 to the College Development Fund; also Funding for - i) Tuition fee of four students - Rs. 3, 000/- ii) Uniform for four needy students - Rs.1, 200/- and iii) Tailoring Teachers - Rs. 9, 600/.

Two prizes- one for Bengali and one for English worth Rs.1, 000/- each, were awarded to two meritorious students of the college. The prizes were handed over during the Annual Programme.

In the occasion of Golden Jubilee year of the college the Alumni Association donated Rs.50, 000/- on 26.01.2012.

6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent-Teacher Association at present. But there is a regular interaction of parents/guardians with the Principal and teachers regarding academic performance, attendance and general conduct. This allows the teachers to make the parents aware of their wards' shortcomings, as well as to consider the suggestions offered by the parents/guardians.

6.13 Development programmes for support staff

The Govt. employees enjoy regular benefit schemes like Provident Fund, Medical Allowances, as well as Gratuity, Pension and other retirement benefits.

For the non sanctioned posts, there are some medical facilities provided by the College and in case of emergencies, financial aid is arranged from the Ashram fund.

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

Since its inception, our college emphasized on creating an eco-friendly campus to provide a healthy and serene academic environment. The college believes in the practice of completely organic farming. No chemical fertilizers are used in the gardens, medicinal herbarium or in the fruit orchards, only natural fertilizer and recycled organic refuse are supplied from the well maintained compost pits (in the campus) as a nutrient for the plants. There is a team of five gardeners (both sanctioned posts and funded by the institution) for regular de-weeding and trimming of the lawns and gardens.

There are couples of small ponds and reservoirs for storing rainwater.

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.

There were various sub committees viz. Academic Sub Committee, Cultural Sub Committee, Magazine Sub Committee, etc. supervising for smooth functioning of different areas specially for formalising informal mechanisms. Those committees monitored properly student support system, including career and personal counselling, informal grievance redressal mechanism, gender sensitizing. Those committees also facilitate various programmes like seminars, workshop etc.

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

- Academic Sub Committee facilitated the preparation of Academic Calendar at the beginning of the session and supervised the academic and co curricular activities being organised as scheduled to ensure smooth academic functioning.
- Regular review meetings with the Principal, faculty and staff, and other stakeholders like the Alumni Association were held.
- Academic Sub Committee also supervised the proper running of extension lectures and tutorials.
- COSA Software introduced in the year 2012

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

BEST PRACTICE: I. Golden Jubilee Celebrations of RKSMVV

BEST PRACTICE: II. The Vidyarthi-Homa & Dance Drama on 'Mahishasur Mardini'

*** Refer to Annexure. - VII**

7.4 Contribution to environmental awareness / protection

From the very inception the college has been environmentally conscious and maintained in such a manner that it harbours a miniature ecosystem amidst the busy township of Kolkata. The trees, flower and vegetable gardens, medicinal herbs and fruit orchards on the campus are well distributed throughout the plot and their wide variety, exhibit a biodiversity, an important feature of the environment. The fertilizer pits in the campus produced bio-degradable manure, is used to maintain this lush green land.

The campus is absolutely a noise free and plastic free zone. Students are encouraged to develop the habits of switching off fans and lights while leaving their classrooms to save the electricity.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

Environment – serene and peaceful, free from political interference and violence. Disciplined, ragging-free atmosphere is conducive to all round development of students and allows teachers to give their best/ optimize their performance.

- Regular supervision enables students to pursue higher studies and/or find suitable career options.
- Students divided into smaller groups for tutorials, which allows teachers to pay individual attention.
- Extension lectures arranged by all departments.
- Following the ideals of Swami Vivekananda, the College imparts a well-structured value education and motivational spiritual training.
- Active participation of students in numerous community outreach programmes carried out by the institution.
- Dedicated faculty, excellent student-teacher relationship, informal counselling by teachers and monastic members, who are available also at the hostel.
- Close student-teacher relationship helps to overcome the usual difficulties, academic and personal.
- Active Alumni Association is involved in the activities and welfare of the institution.
- Regular parent-teacher-student interaction, though informal, has provided marked improvement in performance.

- Wide range of financial assistance, apart from available government grants and schemes, enables students to continue studies and reduces the risk of drop outs.
- Free health services to the students are made available through the charitable homoeopathic dispensary run within the college premises.

Weakness

- Inadequate funds
- Poor language and comprehension skill of students, a high percentage of whom are first-generation learners coming from rural Bengal .
- Inadequate career guidance and placement facilities.
- Decreasing trend in student enrolment since affiliation to WBSU, Students prefer the age old and renowned Calcutta University over the comparatively new WBSU.
- Limited number of academic and vocational programmes available

Opportunities

- The relatively small student strength allows effective mentoring and monitoring which motivates the students to perform better and pursue higher studies.
- The vision of the college motivates the students to actively participate in the outreach programmes carried out by the Institution which creates a sense of social responsibility and commitment from a very young age.
- A well-stocked library to facilitate research.
- Basic Computer Course for students to acquire soft skills which makes them better equipped to face the challenges of the outside world.

Challenges

- Tendency of students to prefer institutions affiliated to traditional universities like Calcutta University over a relatively newer university like WBSU.
- To instil a sense of direction in the students, especially the first generation learners, who often lack focus and proper guidance at home.

8. Plans of institution for next year

The college plans to introduce subjects in demand, like Geography from the next academic session. Plans to organize a National Level Seminar for 150th Birth Anniversary Celebration of Swami Vivekananda and hold Inter College Cultural Competitions. Following the demands of students, vocational and soft skill courses in collaboration with reputed institutes like British Council and WEBEL are planned. Filling up of vacant office post to be expedited.

Name DR. CHAITI MITRA

Chaiti Mitra

Signature of the Coordinator, IQAC
IQAC
IQAC, Co-Ordinator

Name PRAVRAJIKA BHASWARAPRANA

Pravrajika Bhaswaraprana,

Signature of the Chairperson,
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan

Annexure I

Academic Calendar 2011-12

RKSM VIVEKANANDA VIDYABHAVAN CALENDAR JULY 2011 – OCTOBER 2011						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
					JULY 1 Academic year starts	2
3	4	5	6	7	8	9
10	11 - 1st & 3rd yr. (H) classes begin	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 – BA Part.-I (H) starts	28	29	30
31	AUGUST 1	2	3	4	5	6
7	8	9 - BA Part.-I (H) ends	10	11	12	13
14	Independence day	16 - 2 nd yr. H & G, 3 rd yr. G class begin.	17	18	19	20
21	Janmashtami	23	24	25	26	27
	22					

28	29	30	Id ul fitre 31	SEPT MBER- 1	2	3
4	5	6	7	8	9	10 - Inter college competitions (Golden Jubilee) begin Essay writing & Painting
11	12	Bhajan, Rabindras angeet 13	Classical, Nazrulgeeti 14	15	16	17
18	19	20	Recitation 21	Speech 22	23	24
25	26	Mahalaya 27	28	29	Last working day & Puja Social - 30	OCTOBER 1 Puja vacation begins
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

RKSM VIVEKANANDA VIDYABHAVAN NOVEMBER 2011-FEBRUARY 2012

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
		NOVEMBER 1 College reopens after Puja Vacation	2	3	4	5
6	7 Id Uz Zoha	8	9	10 Guru Nanak Birthday -	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	DECEMBER- 1	2	3
4	5	Muharram 6	7	8	Sarada Mela (Exhibition) 9	Sarada Mela (Exhibition) 10
Sarada Mela (Exhibition) 11	12	13	14	15	16	Sri Sri Maa's birthday 17
18	19	Teacher's Day 20	Student's Day 21	Parent's Day 22	23	24

Christmas 25	26	27	28	29	30	31
Jan 2012 1	Classes commence 2	3	4	5	6	7
8	9	10	11	12	13	14
Swami Vivekanan da's Janmatithi 15	16	17	18	19	20	21
22	Netaji Bday 23	24	25	Republic Day 26	27	Saraswati Puja 28
29	30	Annual Sports 31		Working days between November 1, 2011 and Jan 31, 2012: 65days		

RKSM VIVEKANANDA VIDYABHAVAN FEBRUARY 2011 – JUNE 2012						
SUN	MON	TUES	WED	THURS	FRI	SAT
			Feb 1	2	3	4
5	6	7	8	9	10	11

12	13	14	15	16	17	18
19	Shivratri 20	21	22	Thakur Janmatithi 23	24	WBSU Foundation Day 25
26	27	28	29	March 1	2	Finale of Golden Jubilee Celebration – 3
4	5	6	7	Doljatra - 8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 1	2	3	4	5	Good Friday 6	7
8	9	10	11	12	13	Ambedkar Jayanti - 14
Poila Baisakh 15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	May 1	2	3	4	5
6	7	Rabindra Jayanti 8	9	10	11	12

13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	June 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Selection test dates for 3 rd yr , 2 nd and 1 st yr to be decided as per WBSU directives; Annual Puja and function dates yet to be announced. Working Days between February 1 and May 15, 2012: 82.						

Annexure II

Details about Academic Programmes

Level of the Programme: UG

HONOURS AND GENERAL – 9

1. Bengali
2. English
3. Sanskrit
4. Philosophy
5. History
6. Education
7. Political Science
8. Economics
9. Sociology.

ONLY GENERAL – 3

1. Human Rights
2. Journalism and Mass Communication
3. Mathematics

WEBEL certified Basic Computer Training Course conducted according to the following modules:

Module I – Computer Fundamentals and Disk Operating System (DOS)

Module II – M.S. Office

Module III – M.S. Access and Networking

Annexure III

Details of Seminar / Conference / Workshop Attended, Paper presented & Publication

International Level:

- 1) **Dr. Soma Marik (History)** presented a seminar paper on Historical Materialism, Eighth Annual Conference, London, 10-13 November 2011. Paper on 'The Bhadramahila as Communist: Bengal c. 1940-1977'.
- 2) An article by **Rohini Dharmapal (Education)** 'Sikshar Anandadhara' selected and published in a UGC sponsored International Seminar organized by Muralidhar Girl's College and Rabindrabharati University on November 2011, Kolkata.
- 3) **Aditi Das (Journalism and Mass Communication)** participated in International Seminar on Issues of Journalistic Ethics and Freedom in the Contemporary Age of Digital Media, from 9th-11th January, 2012, organized by the Department of Journalism and Mass Communication of the University of Calcutta

National Level:

- 1) **Debrupa Das (Bengali)** presented a seminar paper on Palli Punargathane Rabindra Bhavna – Ajker juge tar prasangikata", National Conference on "Rabindranath O Samakalin Prasango, organised by Dept. of Bengali, Bidhannagar College & Chittaranjan College, Kolkata from 09/02/2012 to 10/02/2012. Article published in Conference Proceedings.
- 2) **Saberi Rakshit (Sanskrit)** presented a paper on "Sanskritasya Vaibhavam" at a National Seminar conducted by West Bengal State University on 16th May 2012.
- 3) **Aditi Das (Journalism and Mass Communication)** Participated in National Level Seminar on Recent Changes in Indian Journalism and its Impact on Society on 16th September, 2011, organized by the Department of Journalism and Mass Communication of Rishi Bankim Chandra College

State Level:

- 1) i) **Dr. Bidisha Chatterjee (Philosophy)** attended a state level seminar as a speaker at Manavmon, Pavlov Institute on Daradi Mulayoner Aloke Manavmon in the year 2011.
- ii) **Dr. Bidisha Chatterjee (Philosophy)** presided on a State Level Seminar conducted by West Bengal State University in the year 2012. on Autonomy in Ethics of Relationship and Care.

iii) **Dr. Bidisha Chatterjee (Philosophy)** chaired a session on the State Level Seminar in 2012 conducted by WBSU on Different Facets of Vivekananda's Philosophy.

2) i) **Debrupa Das** presented a paper entitled "Bartaman Bharatchintay Rabindrabhavna: Samakalin prasangikata" in a State Level Seminar on "Sahitya O Sanskritite Rabindrabhavnar Prasangikata", organized by Dept of Bengali, Moulana Azad College on 16th February 2012.

ii) **Debrupa Das (Bengali)** presented a paper titled "Amar Chetana: Kobir Bishwas" in a State Level Seminar on "Ami in Rabindranath", organized by Depts of Bengali, English and Sanskrit, New Alipore College in collaboration with Sahitya Akademi, Kolkata from 01.03.2012 to 02.03.2012

3) i) **Anuradha Sadhukhan (Philosophy)** attended a state level seminar on: Rethinking of Tagore's views and society, it's development and Environment, Necessity and Implementation organized by UGC and Derozio Memorial College on 08th Dec'2011

ii) **Anuradha Sadhukhan (Philosophy)** attended a state level seminar Philosophical Approaches to Language ; Greco-Roman and Classical Indian organised by Rabindra Bharati University on 22th and 24th Feb'2012

iii) **Anuradha Sadhukhan (Philosophy)** also attended Work shop on three year UG syllabus 2010-2011 Revision organised by West Bengal State University on 17th April'2012

Annexure - IV

No. of books/chapters/articles and Conference proceedings published

- Smt. Payal Bose Biswas:**
Tatwa – Pashchimi Chintadhara’,
2012, ISBN : 978-81-89846-32-9
- Co-authored **textbook** titled ‘Rajnaitik
with Siuli Sarkar, Progressive Publisher,
- Dr. Sunetra Mitra:**
- Chapter** in Edited Book: Compulsion &
Creativity: Actresses as Working Women in
Bengali Public Stage During Colonial Times
Book Title, Editor & Publisher:- They
Dared: Essays in Honour of Pritilata Wadder, Gangchil, 2011,
ISBN 978-93-81346-14-3
- Dr Sabita Chaudhuri:**
Space in Microfinance in India:
- Chapter** in Journal: A Search for Women’s
A Spectrum in Voice of Dalit, Volume 2,
November, 2011, National Publication,
ISBN: 0974-3545
- Debrupa Das:**
- Conference Proceeding:** “Palli
Punargathane Rabindra Bhavna –
Ajkerjuge tar prasangikata”,
National Conference on “Rabindranath O
Samakalin Prasango”,
ISBN: 978-81-921083-4-6, organised by
Dept. of Bengali, Bidhannagar College & Chittaranjan College, Kolkata

Annexure - V

Outreach Activities

1. **Sunday Classes** – Around 100 girls from nearby slums attend morning classes where they are made aware of the ethical values of the great saint, Swami Vivekananda. Through class discussions, debates, books and film screenings, these girls come to know about the rich tradition and heritage of our past. They are also provided with basic nutrition. Clothes, woollens, umbrellas, books and stationery are also handed over to them.
2. **Basic education** – 20 needy students are given training in basic education for two specified hours on Saturdays and Sundays. This elementary education is provided by trained teachers who teach them alphabets, numbers, physical hygiene, lessons on moral education etc. Books, uniforms, bags and stationery are also supplied to them.
3. **Computer training** – A certified course by a WEBEL-certified instructor is imparted for a period of three months to 20 students from classes ix-x selected from the Sunday school. Food and stationery are also supplied to them.
4. **Tailoring class** – Classes in tailoring are held for 40 women, that are organised in two batches. Here the women learn several steps of tailoring so that they may become self-reliant in future. Certificates are given at the end of the course and the students thus earn a vocational degree.
5. **Charitable dispensary** – The Mission runs a charitable dispensary so that the needy section of women and children in the society can benefit from it. Free health check-up and distribution of free medicines take place twice a week.

Annexure - VI

Student participation and Awards

Name	Department	Activity	Organised by	Year	Award
Satabdi Banerjee	BNGA	Inter College Essay Competition in the occasion of Golden Jubilee celebration of our college	Ramakrishna Sarada Mission Vivekananda Vidyabhavan	2011	1st
Satabdi Banerjee	BNGA	Inter College Speech Competition in the occasion of Golden Jubilee celebration of our college	Ramakrishna Sarada Mission Vivekananda Vidyabhavan	2011	1st
Anamika Chakraborty	SANA	Inter College Sanskrit Recitation Competition in the occasion of Golden Jubilee celebration of our college	Ramakrishna Sarada Mission Vivekananda Vidyabhavan	2011	3rd
Sudeshna Roy	ENGA	Inter College English Recitation Competition in the occasion of Golden Jubilee celebration of our college	Ramakrishna Sarada Mission Vivekananda Vidyabhavan	2011	2nd
Dipanwita Dutta	GENERAL	Inter College Music (Bhajan) Competition in the occasion of Golden Jubilee celebration of our college	Ramakrishna Sarada Mission Vivekananda Vidyabhavan	2011	2nd
Dipanwita Dutta	GENERAL	Inter College Music (Nazrul Geeti) Competition in the occasion of Golden Jubilee celebration of our college	Ramakrishna Sarada Mission Vivekananda Vidyabhavan	2011	1st
Satabdi Banerjee	BNGA	Annual Elocution competition	Ramakrishna Mission Institute of Culture	2011	5th

Sudeshna Roy	ENGA	Annual Elocution competition	Ramakrishna Mission Institute of Culture	2011	7th
Debarati Tarafder	EDUA	InterCollege Bengali Recitation Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	2nd
Rajasree Sarkar	BNGA	InterCollege Bengali Recitation Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	3rd
Indrani Mukhopadhyay	ENGA	Inter College English Recitation Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	1st
Puranjani Ghosh	ENGA	Inter College English Recitation Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	2nd
Susmita Saha	SANA	Inter College Sanskrit Recitation Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	1st
Nivedita Jana	SANA	Inter College Sanskrit Recitation Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	3rd
Shreya Saha	BNGA	Inter College Essay Competition in the occasion of 150 th Birth Anniversary	Sri Sarada Math	2012	1st

		Celebration of Swami Vivekananda			
Rajasree Sarkar	BNGA	Inter College Extempore Speech Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	1st
Uma Panda	BNGA	Inter College Elocution Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	2nd
Upasana Mitra	ENGA	Inter College Debate Competition in the occasion of 150 th Birth Anniversary Celebration of Swami Vivekananda	Sri Sarada Math	2012	1 st (for the motion)
Rajasree Sarkar	BNGA	Bengali Recitation Competition	Ramakrishna mission Institute of Culture	2013	1st
Debarati Tarafder	EDUA	Bengali Recitation Competition	Ramakrishna Mission VidyaMandir	2013	1st
Subhasree Chatterjee	PHIA	Sanskrit Recitation Competition	Ramakrishna Mission VidyaMandir	2015	3rd

Annexure - VII

2011-12 Best Practice - I & II

BEST PRACTICE – I

Golden Jubilee Celebrations of RKSMVV (1961 – 2011)

The Goal - The college has completed 50 years of its glorious existence towards imparting education to women. In a humble way, this institute has tried to fulfil the dream of Swami Vivekananda. In this peaceful campus many students have successfully completed their course in higher education and ventured in the field of competitive job market. To celebrate the occasion several programmes have been arranged throughout the year.

The context - This college came into existence in 1961 with a view to spread higher education among women on the ideals preached by Swami Vivekananda. Swamiji wanted “that education by which character is formed, strength of mind increased, the intellect expanded and by which one can stand on one’s own feet”. For 50 years, the college has striven ceaselessly to reach the goal. They have been successful in the domestic environment and in some of the professional fields where they have ventured successfully.

The Practice - Vidyabhavan is a partly residential degree college. Here, the students are placed under the direct supervision and care of the dedicated teachers and monastic members of Sri Sarada Math and Mission. Their untiring effort aimed towards the development of physical, intellectual, moral and spiritual faculties of the students which are neglected in the present day.

The college observed the Golden Jubilee celebrations through a variety of events and programmes. Several colleges in the neighbourhood participated in these events like Bidhannagore Government College, Maharani Kashiswari, Baghbazar Women’s College, Sarojini Naidu College, Barasat Government College, Bethune College, East Calcutta Girls’ College.

Inter College Cultural Competitions were held in the following categories:

i) Essay Competition (10.09.2011) – Topic:- Nature Consciousness of Rabindranath Tagore

or
Humanism of Swami

Vivekananda

ii) Painting Competition (10.09.2011) – Topic:- Landscape

iii) Music Competition (13.09.2011) – Topic:- Bhajan & Rabindra Sangeet

- iv) Music Competition (14.09.2011) – Topic:- Classical Music & Nazrulgeeti
- v) Recitation Competition (21.09.2011) – Bengali, English and Sanskrit
- vi) Speech Competition (22.09.2011) – Topic:- ‘Bartaman biswe Bharat i shantir path dekhate pare’

The faculty of the college organised **Teachers’ Day** on 20th December, 2011. They organised a play-reading session on Rabindranath Tagore’s “Ghater Kotha.” A musical programme was also arranged by some of the teachers. The faculty of different colleges also attended the programme and exchanged their views. On the occasion of the **Students’ Day** that was held on 21st December, 2011, the students spoke on a variety of issues like teacher-student relationship, the significance of ideals in the lives of students etc. They also organised a musical programme to mark the occasion. The **Parents’ Day** was largely devoted to mothers and daughters and the unique relationship that they shared. The guardians shared their views with the audience and one of the faculty also spoke on the occasion.

These competitions helped the students of different colleges to exchange their views and ideas, assess their talents and evaluate their excellence. On the occasion of the Golden Jubilee the college published a souvenir ‘Subarnajayanti Smarnika’ which contains an assortment of different essays and discussions on socio-cultural aspects and the Vidyabhavan’s journey towards becoming an institution of glory in the modern era of education.

Evidence of success – All the events attracted a huge number of spectators. The feedback from the participants was encouraging. They enthusiastically mentioned that they were delighted at the success of the Golden Jubilee. It was heartening to note that in this world of fast eroding values, such a college like Ramakrishna Sarada Mission Vivekananda Vidyabhavan would continue to foster, nourish and cherish the ideals of Swami Vivekananda and yet retain its popularity.

Problems encountered and resources – The college organised the events very effectively and there was little scope for any major grievance to arise. Apart from minor class disruptions, there was no major problem.

BEST PRACTICE – II

The goal - The institution organises two unique practices namely the **Vidyarthi-Homa** and a dance drama ‘**Mahisasur Mardini**’. The purpose is to orient the students towards the rich and sombre heritage and tradition of our country.

The Vidyarthi-Homa

The context - The Vidyarthi-Homa is a ritualistic welcome of the freshers in the college.

The Practice - A yagna is performed at the prayer hall to welcome the new students, who take oath in front of the Holy Fire to adhere to the principles based on the ideals of Swami Vivekananda through vedic incantation. The oaths taken by them

The Success – The spirit of this programme has always inspired students to become sincere and ideal.

Dance Drama - 'Mahisasur Mardini'

On the last day before the Puja vacations, student stage a Dance Drama - 'Mahisasur Mardini'. It is based on the victory march of popular mythological legend Devi Durga overpowering the evil Mahisasur and thus freeing the earth from prolonged tyranny of the demon.

Students celebrate the divine arrival of Devi by appeasing her through invocation song, vedic hymns accompanied by traditional dance that includes the sp.,

This mythological and inspirational dance drama serves as a divine treat to the audience by invoking the pristine ambience and blissful joy of the forth coming festival