Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**RAMAKRISHNA SARADA MISSION VIVEKANANDA VIDYABHAVAN**
Name of the head of the Institution	**Pravrajika Bhaswaraprana**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03325513452**
Mobile no.	**9830051074**
Registered Email	**rksm.college@gmail.com**
Alternate Email	**vrp.ramk@gmai.com**
Address	**33 Sri Maa Sarada Sarani**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700055**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr.Soma Marik**
Phone no/Alternate Phone no.	**03340088174**
Mobile no.	**9903117727**
Registered Email	**mariksoma@hotmail.com**
Alternate Email	**mariksoma62@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.rksmvv.ac.in/rksmvvCollege/documents/AQAR/AQAR2017-2018.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.rksmvv.ac.in/rksmvvCollege/documents/IQAC/AcademicCalendar-2018-2019.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**74.50**	**2004**	**03-May-2004**	**02-May-2009**
2	**A**	**3.07**	**2016**	**16-Dec-2016**	**15-Dec-2021**

6. Date of Establishment of IQAC	**10-Dec-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meetings of Internal Quality Assurance Cell (IQAC)	08-Aug-2018 1	9
Regular meetings of Internal Quality Assurance Cell (IQAC)	13-Aug-2018 1	14
Regular meetings of Internal Quality Assurance Cell (IQAC)	29-Aug-2018 1	8
Meeting of Internal Quality Assurance Cell (IQAC) with Alumni Association	04-Jan-2019 1	19
Regular meetings of Internal Quality Assurance Cell (IQAC)	06-Jun-2019 1	8
Meeting of IQAC with Faculty	03-Apr-2019 1	26
Workshop on Academic and Administrative Audit	07-Dec-2018 1	33
Submission of AQAR for previous year	26-Dec-2018 1	0
Participation in NIRF since 2017-18, continuing currently	28-Nov-2018 1	0
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RKSM Vivekananda Vidyabhavan	RUSA 2.0	RUSA	2018 730	10000000
RKSM Vivekananda Vidyabhavan	State Government Grant for Building Construction	West Bengal Government	2019 90	868591
RKSM Vivekananda Vidyabhavan	UGC funding for National Seminar	UGC	2018 210	30000
RKSMVV Department of Philosophy	CBCS Workshop Lecture Series	ICPR	2019 90	10000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**15**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Initiative taken for Academic and Administrative Audit through a Workshop inviting Directors of IQAC from West Bengal State University and Jadavpur University.

Ongoing work of an active Research Cell. The college has further contributed to sustain the research culture by yearly awarding a research grant for one faculty for 11 months

Guidelines created for Green Audit. Preliminary surveys are carried out inside the college campus.

Certificate Course on Women Entrepreneurship Development Programme organized by Webcon Consulting India Ltd in collaboration with the IQAC of the college. This motivated the students to develop entrepreneurial skills that would provide them with options for their career path

IQAC is committed to regular gender sensitization carried out by the Gender Resource Centre among all the stakeholders extending up to the neighbouring community. These programmes create student volunteers who continue the campaign inside and outside the campus. Some of them include: a) 6 March 2019 – GRC in collaboration with Alumni Association organized a Half- Day Seminar on the Significance of International Working Women's Day – Speakers Professor Basabi Chakrabarty, Department. of Sociology, Rabindra Bharati University; Ms. Ekabali Ghosh – Das Theke Das Hajar, and WASH (Women Against Sexual Harassment) b) 8 August 2018 -- Gender Resource Centre of the college organized a talk on Menstrual Health and Hygiene by Dr. Subrata Sarkar, Former Principal, Government College of Nursing, R.G. Kar MCH, Kolkata c) 4 August 2018 – Programme on 'Sexual Harassment: Beyond Gender Binaries' organized by the Gender Resources Centre and the External Expert (Ms. Soma Roy Karmakar, Project Manager, RAHI Foundation) of our Internal Complaints' Committee.

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
1.Systematic and Transparent Academic Functioning to Ensure Quality	• Preparation of academic calendar with list of holidays, tentative class schedule for all the years, and tentative examination schedules – prepared in collaboration with the Academic SubCommittee of the Teachers' Council under the overall supervision of the IQAC. • Fixation of admission date and admission policy (within University guidelines) in consultation with the Heads of the Departments. • Flexibility kept in the choice of Generic Elective Courses in order to realise the real goal of the CBCS. • Regular display of results of midterm and Internal examinations. • Regular review meetings with the Principal, Teachers' Council, other stakeholders like students, parents/guardians, and the Alumni Association. • Regular review of the lesson plans in forms of Programme Outcomes to see whether the targets could be achieved without compromising with the quality of teaching.
2.Learner Centric Measures	• Periodic internal assessments, informal discussions and tutorials held to communicate with the students. • Power Point Presentations are offered to make teaching more interesting. • Students' presentations are encouraged to identify who are slow learners and also to make them proactive to current social concerns. • Remedial classes to assist slow learners. • Extension lectures and invited lectures are organized by various departments with occasional support of IQAC. • Advanced learners get encouragement through student seminars.
3.Feedback of Stakeholders	• Students' suggestion box is kept at the entrance of the college. • Periodical review done with the suggestions or grievances and actions taken with the intervention and cooperation of the Principal, IQAC Coordinator, Teacher's Council Secretary, Convenor of the Students'

	Welfare Subcommittee of the Teachers' Council and the departments concerned. • Initiating a system of online feedback from all stakeholders. It is planned that by 2019-2020, this new system will be in place for students, teaching and non-teaching staff, library staff, parents/guardians, alumni, employers of former students, as well as former students themselves. • Interactive communication with the Alumni Association. • Annual Parent-Teacher meeting. • Regular interaction between IQAC and Teachers' Council and the Managing Committee so that the decisions of the IQAC are approved by the relevant governing authority.
4.Academic Quality Improvement	• Planning a State Level ICT Workshop, involving full participation by teachers of colleges in different parts of the state. Due to non-availability of a suitable date from resource persons the workshop could not be held by 30/06/2019 so its actual report will come in the AQAR for 2019-20. This training will help the teachers adopt more student-friendly ICT techniques and tools. • Scope of work of the Gender Resource Centre has been expanded with support from the Alumni Association. • Creation of an Innovation Cell on 27/09/2018 by IQAC in response to NIRF letter dated 20/09/2018in order to promote innovative educational practices and community services. • State Level Workshop for CBCS teaching of Ancient History, organised in collaboration with IQAC, Department of History of the college and Department of History West Bengal State University. • Philosophy of Mind (CBCS Workshop and Lecture Series) organised by Department of Philosophy with ICPR assistance from January 2019.
5.Research Promotion	• College authority makes it a point with the support of IQAC to encourage research activities among the teachers both doctoral and post-doctoral. • The college has started funding annually a Research Project for one faculty. The duration is for 11 months. • Gender Resource Centre too has a research orientation.
6.Overhauling of Mentoring System	• Need based monthly mentoring session for first year students, tries to guide the students in an overall way so that

	their academic, personal or extra-curricular needs could be addressed and a broad based vision is inculcated in them. • Weekly slots allotted for mentoring in routine. All teachers are available for 2nd year and 3rd year students.
7. Library Modernisation	• Digital and technological upgradation of the library has been maintained by a workshop on 31 January 2019.
8.Placement Options	Self-financed and certificate courses are offered to encourage the employability of the students so that they can choose their career path/s. These include NET/SET Coaching; Basic Computer Training Certificate Course with WEBEL; Certificate Course in Spoken English in collaboration with Elta Global, Kolkata and Certificate Course on Photography. Moreover, preparatory course for public sector jobs has started by the George School of Competitive Exams.
9.Administrative Toning -up	• A workshop was held on how to organise an Academic Administrative Audit on 7 December 2018 • The IQAC has started the process of organising an external Academic Administrative Audit, which will be held in 2020-21

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Managing Committee of Ramakrishna Sarada Mission Vivekananda Vidyabhavan	29-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**19-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The College is in the process of developing an integrated Educational MIS. However, certain modules have been created, and are functioning. They include data on student admission, student qualification and other academic courses and results. Students' data are mostly on the website and the admission is fully online. Some aspects of teachers' information especially records on their salary and service related data are digitized. The office has started collating academic records of teachers to be digitized and analysed by the Management for developing better strategies on academic and administrative improvement.Moreover,parts of the financial records (notably funding from the state government as well as funding from UGC/ MHRD), and examination related records are digitized periodically.The College Library is fully automated through computerization and networking.As more data are digitized they can be linked into a network, so that the Managing Committee with the help of IQAC can analyse them for developing policies.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Ramakrishna Sarada Mission Vivekananda Vidyabhavan is an affiliated college of West Bengal State University and so has to follow the curriculum prescribed by its parent University. An Academic Calendar is prepared at the beginning of each Academic Year. College administration provides a master time table for each year /semester for Undergraduate classes to all Departments. Departmental Heads prepare the routine which is submitted to the Principal. Departmental meetings are held prior to each semester to distribute the courses to be taught equitably among the teachers taking into account the credits assigned, etc. The departments complete the syllabus within a stipulated time. The college ensures the preparation and dissemination of the course and lesson planning, the academic calendar, among the students. Hard and soft copies of the lesson plans and academic calendar are preserved in the departments. The college organises an orientation meeting and a library orientation meeting among the first year students every July, as it did in July 2018. The library is a considerable one, with additions made each year, as well as tie-ups with other libraries. Delivery of curriculum includes a series of methods: • Chalk, Blackboard and lecture presentation method. • ICT-enabled teaching-learning method. • Use of different softwares. • Supplementing the lectures and material in the library with simplified versions of research-based essays from JSTOR and similar sites by teachers. • Micro-teaching and students' seminars related to curriculum. •

Project work to train students in the rudiments of research. • Need based educational excursions and field trips are carried by the departments. • Seminars, workshops and extension lectures by specialists are also arranged regularly. Documentation: Teaching is linked to continuous evaluation with proper documentation. Extension lectures and workshop lectures are often recorded and video recording are kept in soft form. E-modules created by teachers are preserved in hard discs. Photos too are kept in soft form and are shared with interested inter-departmentally. Evaluation: Regular class test, Mid-term examinations, are done to keep track on the improvement of the students. Remedial and tutorial classes are also conducted based on requirement. Departments maintain the detailed record of the classes, assessments, project reports etc. College administration with the help of IQAC and the Academic Subcommittee also keeps a vigilant eye on the results, departmental proceedings and on the mentoring process to ensure improvements of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Course in Spoken English in collaboration with Elta Global, Kolkata.	None	06/08/2018	30	Employabilit y in Corporate Sector, NGO Sector, and in the allIndia job market.	Language and communicatio n skills.
Course in Photography by PAD (Photography Association of Dum Dum), Kolkata	None	23/11/2018	30	Photojournal ism and freelancing.	Technical and creative skills.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Journalism and Mass Communication	02/07/2018
BSc	Geography	02/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	11 Disciplines	02/07/2018
BSc	3 Disciplines	02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

		Certificate	Diploma Course

Number of Students	75	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**Education Honours**	**13**
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback from the students of Third year (Honours and General) is collected at the end of their academic session and is outsourced for further analysis. Principal talks to the Departments collectively and/ or individually with the reports maintaining confidentiality. This is an exercise taken more or less positively so that teaching and communication can be improved. Their feedback about the College Infrastructure, Extension and Research activities and Library is utilized as far as feasible for further development of the specific area to extend studentfriendliness and transparency of policy implementation of this college. It is also an indicator to which area we should concentrate more and how? The Annual ParentTeacher Meeting is also very fruitful and interactive. The feedback from the parents of Third year (Honours and General) students are also collected annually and the respective committee members take care about its contents and work towards its swift implementation. Initiative has been taken for online feedback system. The collection of online feedback from all the stake holders will be introduced in the College from the next academic year. We are committed to upload the questionnaire and keep confidentiality.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	**Honours**	**270**	**503**	**136**
BA	**General**	**45**	**38**	**8**

BSc	Honours	40	70	23
BSc	General	10	2	0
MA	Philosophy	25	12	11
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	359	19	24	0	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
54	21	49	2	1	5

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has introduced the mentorward system under the initiative of the IQAC from the session 201415 (see AQAR 201415). Every week we have a slot fixed for Mentoring. Students of various Departments and students of First, Second and Third Years are assigned to teachers of other Departments in a mentormentee relationship. Only fulltime teachers are given this duty. Initially all the Three Years of students used to be taken up. A workshop has also been conducted by the IQAC on 5 July 2018 in which all full time teachers of the college participated. The resource person was Dr. Subhrangshu Aditya, who spoke on 'Developing Counselling skill for Mentoring Students'. It was a motivating speech and we also thought about the option of need based slot mentoring. Now the principal focus is on the First Year students. During the first week of the month, there is a compulsory session in which all students of the First Year attend the slot designated for mentoring. For the rest of the weeks, the mentoring slot is kept open and students of all the Years are encouraged to come as and when they need and teachers are more or less available in this slot.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
359	27	1:13.3

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	23	4	0	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

| 2018 | Dr. Panchali Majumdar | Associate Professor | Indian Institute of Advanced Study, Shimla, InterUniversity Centre for Humanities and Social Sciences Associateship, First Spell |
| 2019 | Dr. Sunetra Mitra | Assistant Professor | Indian Institute of Advanced Study, Shimla, InterUniversity Centre for Humanities and Social Sciences Associateship, Second Spell |

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Third Year	15/03/2019	09/06/2019
BA	UG	Second Year	20/06/2019	07/08/2019
BA	UG CBCS	Semester 1	26/12/2018	06/02/2019
BA	UG CBCS	Semester 2	19/07/2019	07/09/2019
BSc	UG	Third Year	15/03/2019	06/06/2019
BSc	UG	Second Year	20/06/2019	07/08/2019
BSc	UG CBCS	Semester 1	26/12/2018	06/02/2019
BSc	UG CBCS	Semester 2	19/07/2019	07/09/2019
MA	PG Philosophy	Semester 3	15/02/2019	18/03/2019
MA	PG Philosophy	Semester 4	02/08/2019	13/08/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The West Bengal State University has introduced the CBCS from the session 2018 2019 • As an affiliated college, RKSM Vivekananda Vidyabhavan has to organize the end semester examinations as coordinated centrally by the University. • However, the Semester system has meant that each course now has the following set of marks – • End Semester – 50, Internal Assessment – 20, Attendance 5. • Internal Assessment is left at the discretion of the college, which in turn has given flexibility to each Department looking at diversity of needs. • Sometimes tutorials are taken to identify the slow learners. • The Departmental timetable takes into account separate tutorial classes. • Some Departments arrange Mock Test on the eve of the study leave. • A range of dates of the Internals are however set by the WBSU. • These include both theoretical

and practicals. • Internals can vary from written tests to oral presentations and term papers.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic SubCommittee of the Teachers' Council, under the overall supervision of the IQAC draws up the Academic Calendar at the end of every academic year. The functions of the Academic Calendar are manyfolded. First of all, it ensures the required number of days (credit hours) that classes are to be held. This to meet the stipulated number of 15 week teaching as the guidelines laid out in the CBCS. Second, the academic calendar is drawn up in consultation with the Departments and subcommittees of the college, so that the major programmes sponsored by the college administration, the IQAC, the ICC, and the various Departments are planned beforehand and shown in the calendar. The Academic Calendar also shows dates of college examinations, listed holidays. It also reflects the Academic Calendar of our affiliating University. However, this calendar is sometimes prepared after Semester classes have already commenced. Seminars, workshops, student welfare programmes, annual sports and excursion, annual function, and other issues are all reflected, so that students and teachers are aware of the classes available to them from the beginning of the session. This also helps the teachers to prepare their Lesson Plans. Printed Academic Calendars are distributed to the students and the teachers.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

Not yet started

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Honours	BA	Arts	93	90	96.7
General	BA	Arts	11	11	100
Honours	BSc	Science	1	1	100
General	BSc	Science	1	0	0
Post Graduate	MA	Philosophy	8	8	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Not yet started

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

		agency	sanctioned	during the year
Minor Projects	730	UGC	2.25	0
Minor Projects	730	UGC	2.3	0
Minor Projects	730	UGC	2.1	0
Any Other (Specify)	335	RKSMVV	0.1	0.05
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N.A.	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Political Science	1	0
National	Political Science	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	2
History	1
Journalism	1

Political Science	1

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 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	10	36	0
Presented papers	9	4	1	0
Resource persons	3	2	3	0

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3.4 – Extension Activities

 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Youth Conference on Sister Nivedita's 150 Birth Anniversary	Sri Sarada Math and Mission and College	4	600
Blood Donation Camp	Association of Voluntary Blood Donors West Bengal and College	8	75
Anti Ragging Workshop	AntiRagging Cell of RKSMVV and Nirjatan Protirodhi Samity	8	150
3Day Workshop organized on Peer Education on Incest	GRC of RKSMVV in collaboration with Rahi Foundation and	6	94

and Child Sexual Abuse	Alumni Association of RKSMVV		
Thalassemia Awareness Programme	Ramakrishna Sarada Mission Matri Bhavan and College	10	155
Awareness Session on Dementia	IQAC and the Kolkata chapter of Alzheimer's and Related Disorders Society of India	15	235
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issues	Soma Roy Karmakar, External Member ICC of Ramakrishna Sarada Mission Vivekananda Vidyabhavan (RKSMVV) and ICC	Workshop: Sexual Harassment: Going Beyond Gender Binaries	10	280
Gender and Health Awareness	Subrata Sarkar	Workshop: Menstrual Health and Hygiene Awareness	10	260
Donation Drive	Sri Sarada Math and Mission	Students' Fund Drive for Kerala Flood Relief – collected 20,000 rupees	0	350
Social Contribution	Association of Voluntary Blood Donors West Bengal and Students' Welfare Subcommittee	Blood Donation Camp	8	75
Women's Health	Kolkata	Breast and	8	150

Awareness	Festivals and Gender Resource Centre (GRC) of RKSMVV	Ovarian Cancer Awareness Programme		
Anti Ragging and Gender Issues	Anti Ragging and Gender Issues	Awareness Programme on Ragging and against Acid Attack on Women	5	150
Incest and Child Sexual Abuse	RAHI Foundation in collaboration with GRC and the Alumni Association of RKSMVV	Three Day Workshop on Peer Education on Incest and Child Sexual Abuse	6	94
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research and teaching	History and English Departments	College	1
Research and teaching	History and Political Science	College	1
Research and teaching	Philosophy and History	College	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
WEBCON	09/08/2018	Women Entrepreneurship Development Programme. To provide training to women candidates so that they can set	28

		up their own business	
GEORGE SCHOOL of COMPETITIVE EXAM	**22/06/2018**	**To arrange for courses and classes for the students for their career advancement. To train the students so that they can sit for competitive examinations for government and PSU jobs**	**16**
Elta Global	**03/08/2018**	**To provide training to students in spoken English. To enable the students to speak English fluently so that they can apply for jobs that require the aptitude of speaking English fluently.**	**59**

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4.55	**9.36**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Existing**
Laboratories	**Existing**
Seminar Halls	**Existing**
Classrooms with LCD facilities	**Existing**
Seminar halls with ICT facilities	**Existing**
Classrooms with Wi-Fi OR LAN	**Existing**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Existing**

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	**Fully**	**18.11**	**2018**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8292	2075000	47	14532	8339	2089532
Reference Books	11694	3742080	648	245669	12342	3987749
e-Books	3135000	5900	0	5900	3135000	11800
Journals	288	0	9	0	297	0
e-Journals	6020	5900	162	5900	6182	11800
Digital Database	0	0	0	0	0	0
CD & Video	32	0	2	0	34	0
Library Automation	3	96500	1	28000	4	124500
Weeding (hard & soft)	352	0	0	0	352	0
Others(specify)	100	361000	1	12000	101	373000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	40	3	34	2	0	0	0	100	0
Added	0	0	0	0	0	0	0	0	1
Total	40	3	34	2	0	0	0	100	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
8.1	11.8	4.55	9.36

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Annual Maintenance Contracts (AMC) for computer maintenance, reprographic machine, water purifier, water cooler and LCD projectors. 2. Technical support as and when needed for smart classroom and audiovisual room equipment. 3. Regular checking of firefighting equipment. 4. Daily cleaning, periodic repair and painting of classrooms, common room, staff rooms, office and library. 5. Toilets are cleaned daily with minimum use of acid. 6. Regular cleaning, trimming and deweeding of campus greenery. Dedicated team of workers for maintenance of sports tracks, lawns, flower beds, vegetable patches and trees. 7. AMC for computer maintenance and related technical support in library. 8. Annual stocktaking, weeding, maintenance of Withdrawal Register, discarding of outdated cards, continuous digitization of acquisitions, addition and upgradation of e resources in library. It meticulously maintains a logbook of library users on a daily basis. 9. Monthly digital uploading and notice board display of new library arrivals. 10. Laboratories are kept under regular scrutiny by maintaining stock register for use and purchase of different equipment to help students in their practical work.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Eight separate schemes	136	900342
Financial Support from Other Sources			
a) National	Two schemes	99	1979500
b)International	Bengal Cultural Society Scholarship	10	41227
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Photography Training	23/11/2018	13	Photography Association of Dum Dum
Spoken English Course	06/08/2018	59	Elta Global
Yoga	17/08/2018	155	Utpala Banerjee

			(individual capacity)
Dance	09/09/2018	45	Ellora Mallick (individual capacity)
Personal Counselling	25/01/2019	12	Centre for Counselling Services and Studies in SelfDevelopment, J.U.
Workshop on Child Sexual Abuse	19/01/2019	94	Rahi Foundation, Kolkata Chapter
Workshop on Counselling	18/01/2019	107	CCSSSD, JU
Awareness on Ovarian and Breast Cancer	11/12/2018	150	Kolkata Festival and College
Health Camp on Thalassemia	17/04/2019	155	Ramakrishna Sarada Mission Matri Bhavan

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	George School of Competitive Exams	16	4	7	7

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
52	45	20

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
None	0	0	None	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA Honours	Bengali	Bam Vivekananda B.Ed College, Burdwan University	B.Ed.
2019	1	BA Hons	Bengali	Tehatta Institution of Education, WBUTTEPA	B.Ed
2019	1	BA Hons	Bengali	Rizia Bibi Academy of Teachers' Education, WBUTTEPA	B.Ed
2019	3	BA Hons	Bengali	Jadavpur University	MA
2019	3	BA Hons	Bengali	Sarojini Naidu College for Women	MA
2019	2	BA Hons	Bengali	Taki Government College	MA
2019	4	BA Hons	Education	Jadavpur University	MA
2019	3	BA Hons	Education	West Bengal State University	MA
2019	2	BA Hons	English	Guru Govind Singh Indraprastha University	MA
2019	1	BA Hons	English	Calcutta University	MA
2019	1	BA Hons	English	Loreto College	MA
2019	1	BA Hons	English	Ferguson College	MA
2019	1	BA Hons	English	Sarojini Naidu College for Women	MA
2019	2	BA Hons	English	St. Xaviers' University	MA

2019	1	BA Hons	English	IISWBM	PG Diploma Course in Media Management
2019	7	BA Hons	History	WBSU	MA
2019	1	BA Hons	History	RBU	MA
2019	7	BA Hons	Philosophy	RKSMVV	MA
2019	1	BA Hons	Philosophy	JU	MA
2019	1	BA Hons	Philosophy	Matiari B. Ed College	B.Ed.
2019	2	BA Hons	Pol. Sc.	WBSU	MA
2019	3	BA Hons	Sanskrit	Sanskrit University	MA
2019	2	BA Hons	Sanskrit	JU	MA
2019	2	BA Hons	Sanskrit	Not Available	B.Ed.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	1
Civil Services	1
Any Other	4

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Music	Intra College	36
Dance	Intra College	9
Extempore	Intra College	42
Painting	Intra College	8
Alpana	Intra College	27
Recitation	Intra College	31
Debate	Intra College	22
Poster	Intra College	6
Yoga	Intra College	17
Essay	Intra College	14
Sports	Intra College	57

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	ISI Instituion Integration	National	0	1	0	Shreyashi Ghosh
2019	Inter-College and University Debate First Prize	National	0	1	0	Riya Bahadur

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As a nonpolitical institution the college has no registered students' union or council. The Prospectus makes it clear that students shall not get involved in politics while they are in the college. There are class representatives are selected by students from each year in every department to interact with faculty and administration to discuss issues of importance to the students. Class representatives are responsible for ensuring smooth flow of information between teachers and students, more important as the semester system with continuous internal assessment is implemented. Two students (one from hostel and one is a day scholar) are there in antiragging cell. One student is coopted in the IQAC and ratified by the Managing Committee of the college. The member in 201819 was Ritu Polley. They make important suggestions to these bodies. Student activities in which student representatives play/have played a meaningful role are the following: ? Environmental concern and keeping the campus clean and green ? Acting as hostel prefects, who help the monastic teachers in various activities ? Coordinating the role of student volunteers for flood relief during the Kerala floods ? Working with the canteen committee ? Help organise games and the annual sports ? Assist in the different annual cultural and social activities ? Campaign and mobilise for the yearly blood donation camp ? Take gender concerns to the local community ? Coordinating the social service responsibilities and other community work with the Students' Welfare Subcommittee and the monastic members of the hostel ? During big college events they work as volunteers

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the college is registered under West Bengal Registration of Societies Act xxvi of 1961.Registration Number S/IL/18198 of 2003 2004 dated 28/11/2003. Renewal of annual registration done up to 20182019 Since its formation in 2003, the Alumni Association has been a strong stakeholder in the smooth functioning of the college by forging a strong bond between the institution and the students, present and past. 1. Like every year, the Alumni AGM and the College Reunion were held on 26.01.2019. 2. The Alumni Association extended financial support to the College in various forms, shown in details below: • The Alumni Association has been a constant partner and source of support to the activities of the Gender Resource Centre. • Some teachers are on the Advisory Committee of the Alumni Association to facilitate

smooth collaboration between current faculty and the alumnae.

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

17800

5.4.4 – Meetings/activities organized by Alumni Association :

I. Arranged a seminar on 26/08/2018 on the occasion of 150th birth anniversary of Sister Nivedita II. Arranged AGM and reunion of alumni association on 26/01/2019 III. Participated in Sarada Mela by giving Food Stalls on 16/02/2019 IV. Collaborated in organising workshop on child abuse organised by Rahi Foundation in January 2019 V. Collaborated in organising seminars on Gender Sensitization held in March 2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Managing Committee of RKSMVV is the sovereign body which guides the college in its vision and mission of looking at teaching as a profession and an area of dedication. Teaching here reflects both individual excellence and collective social responsibility. The Managing Committee encourages the necessary autonomy to the faculty and departments which maintain a transparent relationship with authority through the IQAC. This is the source of decentralization which ensure quality education, administration and governance. 1.In addition to the IQAC, Teachers' Council and its annually reconstituted subcommittees like the Students' Welfare Committee (SWC), Leave Records Committee, Infrastructure Committee and Canteen Committee, have been formed to address specific administrative and academic needs. The SWC is a committee dedicated to address students' needs and affairs, like conducting the MentorWard system, addressing their feedback and/or grievances, creating a Students' Welfare Fund from teachers' donations to help needy students, and maintaining a regular liaison with the students through Class Representatives. Similarly, the Leave Records Committee helps the administration by maintaining and updating all leave records and corresponding documents of the teachers. 2. A Research Cell has been formed under the general supervision of the Teachers' Council to facilitate faculty research. Apart from providing information and updates about the latest grants and courses, the Cell maintains records (financial and academic) of the UGC MRP grantees, and other research grant recipients. The Research Cell also organises periodical presentations by faculty members conducting active research. The Cell in consultation with the IQAC, explores and assess research potentiality especially among the younger teachers thereby encouraging quality research.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	1. Library orientation held at the beginning of the session to familiarise

	newcomers with library holdings and facilities and to encourage maximum usage of resources. 2. Extension lectures, departmental seminars and interdepartmental lectures and seminars, educational tours, excursions held to extend the curriculum beyond the classroom. 3. This college took the initiative, in partnership with the PG Department of History, WBSU, to organise a statelevel workshop on teaching and formulating the Question Bank for the new CBCS courses.
Teaching and Learning	1. Regular classes, tutorials and unit tests held. 2. Teachers encouraged to use interactive and ICT enabled teaching over the oneway 'chalk and talk' method. 3. Teachers submit detailed lesson plans to the Academic Sub Committee at the beginning of the session. Plans circulated among students as well. Midterm assessment of progress done by Academic Sub Committee. 4. Class lectures supplemented by discussions, debates, peer teaching, students' projects and presentations. 5. Institutional WiFi connectivity and unlimited access to a wide selection of eresources for students. 6. Departmental library, book bank to aid reference and research
Examination and Evaluation	1. Continuous evaluation process in the form of class interaction, made possible by the ideal teacherstudent ratio assignments group and individual projects. 2. Midterm Assessment in addition to Mid Sem Internal Exams. 3. Some departments like English and Philosophy conduct Mock Tests to prepare students for the End Semester university examinations.
Research and Development	1. Faculty Research Grant has been introduced to encourage faculty research. 2. Faculty encouraged to present papers at, and attend, seminars, conferences, workshops. 3. Research Cell provides guidance and motivation toresearchers. 4. Faculty encouraged to present current research at Research Cell periodic events. 5. Institutional support and encouragement to faculty for availing research schemes and grants from funding agencies like UGC, ICHR. 6. Applied for RNI registration for College published Interdisciplinary Journal titled RKSMVV Journal of Human Sciences

Library, ICT and Physical Infrastructure / Instrumentation	1. High speed internet and WiFi facilities for optimum use of eresources in the library Internet Resource Centre (IRC) and Computer laboratory/centre. 2. Subsidized reprographic facilities for students. 3. Construction of new building for laboratorybased subjects with RUSA funds. 4. Renovation of toilets in the college building and hostel buildings with RUSA funds. 5. Procurement of books, laboratory equipment for Geography and Psychology with RUSA funds. 6. Audiovisual room and smart class room used for ICT based teachinglearning. Plans for one more smart class room and several computers with next instalment of RUSA funds.
Human Resource Management	1. AntiRagging Committee, RTI Cell, Grievance Redressal Cell and Internal Complaints Committee to address students' issues. 2. Regular MentorWard sessions. 3. Counselling workshops and individual counselling facilities for students and staff. 4. Income Tax workshop for all staff members, including support staff. 5. Academic and Administrative Audit Workshop for teachers, library and office staff. 6. Workshop on Development of Mentoring Skills for Teachers. 7. Workshop on Modernization and Upgradation of the College Library 8. SelfAppraisal records are maintained through teachers' detailed attendance resister 9. Institutional support to faculty members for attending Faculty Development Programmes like Orientation, Refresher and ShortTerm Courses, Summer Schools and Workshops.
Industry Interaction / Collaboration	The George School of Competitive Exams (GSCE) has been running a 52week preparatory course for Public, Banking, and Railway Service examinations in the college premises since 2015.
Admission of Students	1. University guidelines strictly followed in setting up admission criteria and intake capacity. 2. Government Reservation policies strictly adhered to during admission. 3. Admission test conducted by the department of English.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Nil

Administration	E tendering, Funds from Government received through PFMS portal.
Finance and Accounts	Computerized accounts, through AC Soft software. Salary received from Government through HRMS portal.
Student Admission and Support	Online admission, registration and payment. Maintenance of student database through Smart ERP software
Examination	Registration process before University examinations and uploading of marks are done digitally

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nil	Nil	Nil	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on Development of Mentoring Skills for Teachers	None	05/07/2018	05/07/2018	30	0
2018	Workshop on Academic and Administrative Audit	Workshop on Academic and Administrative Audit	07/12/2018	07/12/2018	30	3
2019	Workshop on Modernization and Upgradation of College Library	Workshop on Modernization and Upgradation of College Library	31/01/2019	31/01/2019	8	4
2019	Income Tax Workshop	Income Tax Workshop	14/03/2019	14/03/2019	25	8

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	**1**	**27/08/2018**	**20/09/2018**	**21**
Short Term Course	**1**	**27/11/2018**	**03/12/2018**	**7**
Short Term Course	**1**	**12/03/2019**	**18/03/2019**	**7**
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	**0**	**0**	**0**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Same as State Government schemes	**Same as State Government schemes**	**Health Card, Students' Welfare Fund, Scholarships and Examination fees**

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

• There is an agreement with an auditor who carries out an internal audit for the college every year. under the supervision of the Managing Committee. • Initially the General Secretary goes through the accounts after which it is sent to the Managing Committee. • The college submits accounts to the West Bengal Government Department of Higher Education, Bikash Bhavan, which carries out the relevant external audit every year. • Objections, if any, are raised by the Higher Education Department and the college has to provide satisfactory clarifications.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
West Bengal State University, RKSMVV Alumni Association, Sarada Scholarship, Bengal Cultural Society, College Management and Sri Sarada Math and Ramakrishna Sarada Mission	**264827**	**Mainly for needy and meritorious students, for hostel subsidy, and some funds for seminars, books and uniforms**
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6.4.3 – Total corpus fund generated

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC and Managing Committee
Administrative	No		Yes	Managing Committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent teacher meetings are conducted bi annually, at the beginning of the first session and before the Selection Tests. For the CBCS students, a meeting is held after the Internal Examinations. 2. Parents are made aware of the rules and regulations of the college, examination and assessment systems, outreach and co curricular programmes, and career oriented courses at the first meeting which is conducted by the Principal and IQAC Coordinator. 3. The next meetings are more interactive, primarily with the department teachers. Individual student's progress and /or shortcomings, attendance, results, class performance, interest, motivation are among the things discussed. Parents of some departments are asked to fill up a feedback form. 4. Suggestions and recommendations from parents are discussed in meetings at the departmental, and, if required, institutional level.

6.5.3 – Development programmes for support staff (at least three)

1. Income Tax workshop for all staff members, including support staff. 2. Special training organised by college to train the office staff in the E Pradan and HRMS systems initiated by the state government. 3. Special training organised by college to train the office staff in the PFMS system initiated by the Government of India.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of Honours courses in Geography and Journalism and Mass Communication. 2. Estimate and planning for RUSA grant for infrastructure development. 3. Self funded 2 year PG Course in Philosophy 4. AAA planning 5. Online feedback planning 6. Green audit planning

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Mentoring Workshop	05/07/2018	05/07/2018	05/07/2018	30
2018	Orientation workshop on	18/09/2018	18/09/2018	18/09/2018	100

	self financing courses with the parents and guardians				
2018	NIRF Report submission	28/11/2018	28/11/2018	28/11/2018	0
2018	Workshop with IQAC Directors of WBSU and JU for Academic and Administrative Audit	07/12/2018	07/12/2018	07/12/2018	33
2018	AQAR submission for the previous year 2017 2018	26/12/2018	26/12/2018	26/12/2018	0
2019	Library Modernization Workshop	31/01/2019	31/01/2019	31/01/2019	16

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Sexual Harassment: Going Beyond Gender Binaries	03/08/2018	03/08/2018	290	0
Workshop on Menstrual Health and Hygiene Awareness	08/08/2018	08/08/2018	270	0
Three Day Workshop on Peer Education on Incest and Child Sexual Abuse	19/01/2019	21/01/2019	100	0
Half Day Seminar on the Significance of International	06/03/2019	06/03/2019	260	0

Working Women's Day where one student from each Honours Department made their presentations on different aspects of gender violence and discriminations						

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

• The College has a strong focus on alternative energy awareness. As the first step towards this College has initiated solar heating facility in the hostel. It is a necessity to fulfil the need of hot water among the hostel boarders during winter. • Low energy LED bulbs are used in the hostel rooms. • The College periodically organizes different events and awareness programmes. Vanamahotsav, Seminars, Extension Lectures are the regular activities. • Curb on plastic bags and bottles introduced.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	19/01/2019	3	Peer Education on Incest and Child Sexual Abuse	Problems of Incest and Child Sexual Abuse and How to	100

							Cope with them	
2019	1	1	19/03/2019	1	Donation Drive	Assistance for deprived members of local community		350
2019	0	1	08/05/2019	1	Dementia Awareness	Assistance for caregivers and close kin of Dementia/alzheimer patients		250
2018	0	1	27/11/2018	1	Blood Donation Camp	Blood donation for local hospitals		83

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	06/05/2019	The prospectus clearly lays down the vision of universal values and ethics as articulated by the mission and vision of this college. It is put up in the college website. However, the college does have a code of conduct for students as well as staff, including a uniform dress code for students, codes of behaviour, both for hostel boarders and for day scholars.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2018	15/08/2018	350
Sanskrit Day Celebration	28/08/2018	28/08/2018	250
Vidyarthini Homa	22/09/2018	22/09/2018	146
Lecture on the 125th Anniversary of Swami VivekanandasChicago Addresss, Speaker Mr Somnath Mukhopadhyaya	27/09/2018	27/09/2018	200

World Environment Day observance	04/10/2018	04/10/2018	250
Agamoni Utsav on the eve of Durga Puja Festival.	12/10/2018	12/10/2018	400
National Youth Conference on Sister Nivedita's 150 Birth Anniversary	26/10/2018	27/10/2018	600
Blood Donation Camp in collaboration with Association of Voluntary Blood Donors West Bengal	27/11/2018	27/11/2018	83
Fight Against Breast and Ovarian Cancer :An Awareness Programme , organized by Kolkata Festivals.	11/12/2018	11/12/2018	158
National Youth Day Procession	12/01/2019	12/01/2019	250
Sarada Mela	16/02/2019	17/02/2019	800
Bhasha Divas Celebration	05/03/2019	05/03/2019	200

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College has taken some green initiatives to make the campus eco friendly. • The College is maintaining a garden with variety of trees, shrubs, season flowers and vegetables. A conscious effort is made towards using nonchemical, organic fertilizers. • There are few compost pits which supply these fertilizers which are recycled with our organic wastes. • Instead of chemical pesticides, Neem oil and Neemzymes are used as insecticides and pesticides. • The students are advised to restrict the use of plastic bags and bottles within campus. • Two types of dustbins are maintained near the canteen, one of which is used for compost pit with the organic wastes.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1 Value Education Principles Founded on the principles enunciated by Swami Vivekananda, the college firmly adheres to women power, self reliance, service to society and humanitarian values. This nonpolitical space prioritizes collective cooperation and progress to narrow individualism and self aggrandizement. Bridging with Contemporary Concerns At the same time, the social and political ideas embedded in the Constitution of India, the ideals of democracy, social justice, gender justice, are also reflected in the values developed through teaching and extracurricular activities promoted by the teachers and the institutional mechanisms that have come into existence over the years. Course: Senior monastics take classes according to a set course, one class for every batch of students per week. Code of conduct is taught, lives of great humans are discussed to examine what constitute proper values. Periodic examinations are held. While the major courses of necessity focus on teaching learning geared to getting specific skills and eventually

salaried/entrepreneurial work, value education classes are held to develop other facets of one's personality, such as the emotional, social and ethical dimensions that are required for the growth of healthy attitudes, collective living and spirit of solidarity among students. 2 Green Campus The Objective and its causes: Environmental crisis is a major concern of the present day world. The college is aware of the twin pitfalls – on one hand an assumption that cleaning up is entirely the responsibility of the state, and that citizens have no duties unless ordered and on the other hand a purely individual centric approach. So an attempt is made to develop a collective eco friendly outlook, to take steps to instill environment consciousness among students, faculty, as well as the local community. This has taken several forms. Greening the campus and avoiding killer pesticides: A considerable garden is maintained by the college. This includes both large trees and shrubs, seasonal flowers and vegetables. Organic, non chemical fertilizers are selected over chemical ones. Compost pits are used. Neem oil and neem enzymes are used as insecticides. An annual tree plantation ceremony is carried out in the presence of faculty and students. Green Audit, Climate Change and Paper: The IQAC has begun discussions concerning a Green Audit. It has felt that rather than showy actions, it will move more firmly in that direction only after understanding what a Green Audit means, in the next year. A programme was also organised on the subject of global warming, and its effect on India with special reference to South Bengal. The college also endeavours to cut down on paper use. The vast bulk of the work of the IQAC is carried out through digital trails. Recycling of paper is also welcomed and promoted. Reducing The Use of Non Bio degradable material: The college has been aware for a long time that certain practices, even though they might contribute to ecocide, cannot be fully eradicated at the local level. Thus, it is now quite well known that biodegradable material, especially singleuse plastic bags, bottles, etc. are dangerous. However, while the manufacture and wide distribution of such items are not halted, their use at local levels cannot be fully stopped. But minimisation of their use can certainly be a subordinate goal. Students are advised and trained to use less plastic bags and bottles.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.rksmvv.ac.in/rksmvvCollege/documents/IQAC/rksmvv-BestPractices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In keeping with the vision of the college as set forth in its statement, the college has sought to not merely impart examination oriented rote learning, but to provide the students with ideas of social justice and self reliance rooted in a sense of morality as well as freedom. This is done through a series of regular measures so that tradition and modernity are attempted to be blended, emphasizing women's power and rights. The teaching and the extracurricular activities are oriented in such a way that the mental health, physical disability, skill development related requirements do not take a back seat. To make students aware of the wider social context in which they live, they are encouraged to participate in regular programmes organised by the college, including community service, blood donation and gender and environmental awareness.

Provide the weblink of the institution
http://www.rksmvv.ac.in/rksmvvCollege/documents/IQAC/rksmvv-Performance-Institution.pdf

8.Future Plans of Actions for Next Academic Year

 1. Preparation for External Administrative Academic Audit 2. Preparation for Green Audit 3. Organising an ICT workshop and developing ICT facilities 4. Developing the NSS in the college 5. Regularize the publication of RKSMVV Journal of Human Sciences 6. Plan for one more Smart Class Room and several computers with next installment of RUSA funds 7. MIS facilities and integrating it with college administration and curricular activities. 8. Online feedback