YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	**RAMAKRISHNA SARADA MISSION VIVEKANANDA VIDYABHAVAN**
• Name of the Head of the institution	**PRAVRAJIKA VEDARUPAPRANA**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03325513452**
• Mobile No:	**8240795988**
• Registered e-mail	**RKSM.COLLEGE@GMAIL.COM**
• Alternate e-mail	**RKSM.OFFICE@GMAIL.COM**
• Address	**33 SRI MAA SARADA SARANI DUM DUM**
• City/Town	**KOLKATA**
• State/UT	**WEST BENGAL**
• Pin Code	**700055**
2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated**
• Type of Institution	**Women**
• Location	**Urban**

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**WEST BENGAL STATE UNIVERSITY**
• Name of the IQAC Coordinator	**DR CHAITI MITRA**
• Phone No.	**03325513452**
• Alternate phone No.	**9830543476**
• Mobile	**9874182275**
• IQAC e-mail address	**IQAC@RKSMVV.AC.IN**
• Alternate e-mail address	**CHAITI.MITRA@RKSMVV.AC.IN**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://rksmvv.ac.in/aqar/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://rksmvv.ac.in/naac_files/2021-2022/1.1.2%20-%20AC%2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**74.50**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**A**	**3.07**	**2016**	**16/12/2016**	**15/11/2021**

6.Date of Establishment of IQAC	**10/12/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RKSMVV	**RUSA 2.0**	**RUSA**	**2018**	**20000000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	`06`
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`
• If yes, mention the amount	

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

`1. Introduction of Career-Oriented Professional courses for current and past students, in collaboration with reputed institutes like Sister Nivedita University, WBSU 2. Ensured continuation of regular online classes and examinations during the lockdown period, and made necessary rearrangement after offline classes resumed.. 3. Organized academic and cocurricular activities like seminars, workshops, competitions, extension lectures, invited lectures and special talks, webinars, outreach activities and exhibitions during and after the lockdown. 4. Continued to support students by coordinating with the Student Welfare Committee in organizing counseling sessions and funds. 5. Organized a Covid 19 Vaccination Camp in collaboration with WB Higher Education Dept in the college, and a Medical cum Relief Camp for women and children at Baradpur, a village near the Sunderbans, highly affected by Amphan and the continuing lockdown.`

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

Plan of Action	Achievements/Outcomes
1. Meticulously planning online, blended and offline classes, examinations and admissions with the department faculties, office and related subcommittees.	1. Smooth continuation of academic, co-curricular, extra-curricular, and administrative activities during the Covid-induced lockdown and resumption of normalcy in the post lockdown session.
2. Planning, executing and overseeing academic activities.	2. Successful continuation of all activities including Extension Lectures, Webinars, Online Workshops, Cultual Competitions and Online Yoga classes. Introduction of new courses.
3. Planning and introduction of value-added, co-curricular courses for outgoing students.	3. Focus on employability. Increase of interest among students. Successful placement and progression.
4.Tie ups with reputed institutes for career oriented courses offering certificates or diplomas, to increase visibility of the college, student intake, as well as employability.	4. Collaboration with SNU, WBSU and other institutes. Inauguration of the first sessions.
5. Extension of infrastructure	5. New building with RUSA2.0 funds.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
RKSMVV Managing Committee	27/06/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	22/02/2022

15.Multidisciplinary / interdisciplinary

The institution has to follow the prescribed CBCS syllabus framed by the parent university, and enjoys practically no freedom to introduce any course in addition to the main academic syllabus. However, keeping in mind the institutional vision-mission of whole-person education for students, a number of add-on value based and professional certificate and diploma courses have been introduced:

1. Certificate Course on Value Education, Yoga, Dance, and Soft Skills (Communicative English).

2. Post Graduate Diploma on Hospital Management with Sister Nivedita University, Kolkata.

3. 6 month Certificate Course in Psychiatric Counseling

4. Computer Training Course (NSDC certified) with Sri Sarada Math - Rasik Bhita

5. 2 credit Certificate Course on "Indian Knowledge System" with Academy of Research for Cultivation of Indian Sciences (ARCIS), under Kavikulaguru Kalidas Sanskrit University, Ramtek.

A good practice of the institution to promote Multidisciplinary / interdisciplinary approach is the designing and introduction of a 2 credit Skill Enhancement Course (SEC) on Yoga. The course has been approved by the parent university, WBSU, and is offered to 3rd and 4th semester students of the college.

The college works continuously towards achieving its vision and mission to offer a holistic and multidisciplinary education. With regards to the areas of community engagement and service, year round outreach activities are carried out, but not as credit based courses. For Environmental education, a 2 credit Ability Enhancement Core Course (AECC) is offered to all first semester students. The Value Education Certificate Course is mandatory for all students from all 3 years.

16.Academic bank of credits (ABC):

With regards to ABC, Institution has to follow the directions of the parent university, and is not in a position to create ABC.

17.Skill development:

The following add on skill development programmes are offered at

present:

1. Communicative English Training offered to inerested students.

2. Course on Geo Informatic System (GIS) is offered to students of the department of Geography.

3. Post Graduate Diploma on Hospital Management with Sister Nivedita University, Kolkata.

4. 6 month Certificate Course in Psychiatric Counseling

5. Computer Training Course with Sri Sarada Math - Rasik Bhita. The course components are approved by the National Skill Development Corporation (NSDC).

6. Online Certificate Course titled "English for Academic Purposes" is jointly conducted by the Department of English, RKSMVV, and ELTA Global.

7. Competitive Exam Coaching

Of these courses, the GIS Course is designed as extensions of the prescribed syllabi to integrate it with the curriculum.

The Value Education Certificate Course, a unique feature of the college curriculum, is entirely designed and taught by the monastic members of the institution. The students are introduced to the basic concepts of universal values and ethics, as well as to the lives and teachings of socio-religious thinkers and philosophers.

The Certificate Course on Yoga, and the 2 credit SEC on Yoga are designed to introduce students to both the benefits as well as philosophy of this ancient holistic tradition.

The college plans to introduce an Add on Course on Service-Learning, in the near future. The course will integrate community service and academics and aim at whole person development of the participants.

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

In accordance with the student demography, classes are bilingual, Bengali and English are both used by teachers and students. Students also have the option to write their exams either in Bengali or English.

Following WBSU instructions, Sanskrit Honours papers are to be answered in Sanskrit, using the Devanagri script.

In addition to the courses on Yoga, Bhagvadgita, and the compulsory Value Education Course, the college has taken plans to make the students of the department of Sanskrit be well versed in Spoken Sanskrit.

An Online Certificate Course on "Indian Knowledge System" with Academy of Research for Cultivation of Indian Sciences (ARCIS), under Kavikulaguru Kalidas Sanskrit University, Ramtek is offered.

The Certificate Course on Yoga, and the 2 credit SEC on Yoga are taught physically, in the offline mode. During the lockdown, these were held online.

The institution has always focused on the aim of building up responsible citizens, morally and ethically aware. It tries to inculcate a sense of values rooted in traditional culture in its students through all its activities. An instance of good practice in this area would be the Spoken Sanskrit initiative, which, on the one hand, prepares students to face university exams, while on the other, introduces them to the vast treasure trove of the language, tradition and culture of ancient India.

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

The institution follows the guidelines and curricula of the parent university, WBSU. The programme outcome and respective course outcomes formulated by the departments are displayed on the institution website. The teaching-learning activities are carried out in adherence to these as far as practicable.

20.Distance education/online education:

The add-on course on Diploma in Geo Informatic System (GIS) is offered in online mode.

The Certificate Course on "Indian Knowledge System" with Academy of Research for Cultivation of Indian Sciences (ARCIS), under Kavikulaguru Kalidas Sanskrit University, Ramtek is offered online.

A 30 hr online Certificate Course titled "English for Academic Purposes" is jointly conducted by the Department of English, RKSMVV, and ELTA Global.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**466**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**433**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**354**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**111**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**55**

File Description	Documents
Data Template	View File

3.2	**33**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**49**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**44,41,624.00**
4.3 Total number of computers on campus for academic purposes	**39**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- **The institution follows the curricula determined by its affiliating University, the West Bengal State University.**
- **Academic planning includes: i)Academic Calendar, prepared by the Academic Subcommittee at the beginning of the academic session in accordance with the WBSU Academic Calendar,includes institutional events and holidays, and tentative internal and mock test schedules. ii) Central and Departmental time tables.iii) Departmental lesson plans. These are prepared well in advance, and are strictly adhered to, to ensure timely completion of syllabi, and holding of internal exams. However,Teaching plans are modified if necessary to enable students prepare better for examinations.**
- **Academic Calendar,and Departmental Time Table and Lesson Plan are made available to students at the beginning of each semester.**
- **Continuous and Comprehensive Evaluation (CCE) is carried out through tutorials,assignments, mid semester and mock tests and internal exams.**
- **Internal exam and mock exam answer scripts are shown to students.**

- **Students' attendance records are meticulously maintained.**
- **Attendance records and Internal assessment awards are digitally uploaded on the university portal, back copies are duly maintained and documented.**
- **Regular meeting of Heads of the departments with the Principal are held to discuss academic planning and progress.**
- **End semester dpartmental meetings document academic progress and lacunae.**

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://rksmvv.ac.in/naac_files/2021-2022/Philo,%20Lesson%20Plan%20sem4.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar reflects the academic plan of the college, which involves teaching, learning and assessment or evaluation.

The Academic Calendar of the college is prepared at the beginning of every academic year in correspondence with WBSU Academic Calendar. The Academic Subcommittee, in consultation withthe IQAC coordinator and the Principal, prepares the calendar, adhering to the university directives and plans as far as practicable. The academic calendar marksthe commencement and end of semesters, including mock tests,departmental and extra curricular activities, alloting an approximately 15 day window to hold the mid-term Internal Assessments, and marks the dates of the End-Semester exams following the university directives.

The CBCS curricula are so designed that the student performances are evaluated throughout the semester. Apart from the mid-term Internal Assessment and End-Semester examinations, there are various ways in which student progress is assessed. Class interactions, class and home assignments, mock tests, tutorials, unit tests, group projects and presentations are some of the methods adopted.Internals include written tests, power point presentations and term papers. Student research projects and presentations are encouraged, and are particularly designed to develop their research skills as well as build up public speaking and presentation skills.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rksmvv.ac.in/naac_files/2021-2022/1.1.2%20-%20AC%2021-22.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

06

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

178

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

178

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

1.3 - Curriculum Enrichment

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

Almost all the subject syllabi include sections on Gender, Human Values and Ethics, Environment and Sustainability. In addition to the prescribed studies, efforts are made to engagethe students in several co-curricular and extra-curricular activities, expanding the definition and scope of education beyond the confines of the classroom.

Students are also orientedthem towardsvalue based education and social awareness and service by being inducted into the numerous outreach activities carried out by the institution.

The institution offersa meticulously planned Value Education

Certificate Course to all studentswith a well structured syllabus and examinations.

The NSS wing regularly participates in State level outreach activities, and at the institutional level, meticulously observes days of national importance as Gandhi Jayanti, Republic Day, Independence Day,International Yoga Day. Obseravnce of social awareness events like World Aids Day, Swachh Bharat Abhiyan, etc. Annual Blood Donation camps and Donation Drivesare held every year.

The ICC and GRC hold workshops and interactive lecture sessions on gender issues.Annual Vanmahotsav is held to inculcate environmental values and ethics in young minds. Students make presentations on environmental issues, and celebrate nature through poetry, music and dance.

File Description	Documents
Any additional information	[View File]
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File]

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

04

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

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

145

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://rksmvv.ac.in/naac_files/2021-2022/1.4.2-%202021-2022_feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

810

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

156

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Keeping in mind the existence of student diversity, teachers are aware of the need to identify slow and advanced learners. Hence they are particularly attentive to the response of the students without being overtly discriminatory in their attitude. Once the categorisation is complete, the following measures are taken to address the issue:

Advanced Learners

- **Students are encouraged to prepare projects, posters and charts, join seminars and talks both online and otherwise on various topics on their respective courses and also on other topical themes**
- **Power point presentations, group discussions on topics both within and outside the purview of the syllabus**

Slow Learners

- **Reading and writing abilities of slow learners are monitored**

by individual teachers on a continuous and personal basis
- Remedial Classes are arranged to develop language skills subject knowledge
- They are also encouraged to participate in departmental and college activities both co-curricular and extra curricular events

Parent Teachers Meetings are organised periodically regarding the progress of their wards. In case of serious problems, support is extended in the form of in-house counselling and careful mentoring. A cordial student teacher relationship and a healthy class environment is maintained.

File Description	Documents
Link for additional Information	http://rksmvv.ac.in/iqac/#parentVerticalTab8
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
433	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

- Teaching learning system is almost entirely dependent on the syllabi provided by the affiliating University.
- Class lectures, both online and offline, form the basis of teaching
- Study material is provided by teachers to students whenever required so as to augment better understanding of the discipline
- Power point presentations and other audio visual aids (film shows, lectures etc.) also help in the teaching process
- Field trips, excursions both inclusive and exclusive of the curriculum are arranged to broaden the knowledge base of students

- **Micro teaching sessions also widen their sphere of knowledge**
- **Students submit written papers and othe written assignments which help them to develop the habit of self study**
- **Extension lectures by faculty members from different colleges and universities are a regular feature. These lectures help in the enhancement of domain knowledge**
- **Inter-departmental lectures are also organised for helping develop intersectionality of the disciplines**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://rksmvv.ac.in/naac_files/2021-2022/2.3.1%20-%20AC%2021-22.pdf

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

- **The teachers are proficient in ICT enabled tools that are required for taking classes one that complements the traditional lecture delivery system**
- **The G Suite was the official online platform of the College for taking online classes until the commencement of offline classes in November 2021**
- **Online reference through INFLIBNET and WBCOLOR are used by both teachers and students**
- **Webinars (State, National, International) are conducted on online platforms like Zoom, G Suite etc.**
- **Fully computerised circulation of books in the College Library**
- **Most departments have been equipped with smart television sets**
- **Smart Classrooms are used for organising talks, lectures and classes**
- **Faculty members especially Language and Literature departments present films and other audio visual material for students on various topics/issues**
- **A separate wifi enabled AV room equipped with an overhead projector is also used for the same purpose**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://rksmvv.ac.in/infrastructure/

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

2.3.3.1 - Number of mentors

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26 of 27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

622

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- **The College has a well established tradition of transparent and robust mechanism of Internal Assessment and continuous evaluation subject to the regulations of the affiliating University**
- **Rules and regulations regarding the Internal Assessment related to the final examination are clearly discussed with the students at the commencement of academic session**
- **The Academic Calendar of the College reflects the time schedule of the Internal Assessment in all courses**
- **Schedule of class tests are provided to the students by respective teachers**
- **The candidates are always shown their respective test/examination scripts after correction. They are told how to improve upon their performance at this stage.**
- **In case of a student failing to appear in any internal examination due to unavoidable circumstances, repeat tests are arranged**
- **Internal Assessment results are displayed on the College**

notice board and discrepancies if any, are resolved
- They are apprised of their attendance that carries five marks once at midsession and again at the end of the session, thereby keeping scope for improvement
- The College abides by the rules set by the affiliating university regarding University CBCS examinations

File Description	Documents
Any additional information	View File
Link for additional information	https://www.wbsuexams.net/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Any grievance regarding internal examinations is taken care of by the Principal.
- The Principal is connected to the all students through WhatsApp groups that are organised both Semesterwise and departmentwise
- Students report their grievance directly to the Principal
- The Principal calls upon the respective departments in such cases and gets the issues resolved rapidly
- There is also a Grievance Redressal Cell at the College where students' grievances can be reported
- However, as per the rules of the mother university, Internal Assessment related grievances cannot be addressed after the final results of the semester are published

File Description	Documents
Any additional information	View File
Link for additional information	http://rksmvv.ac.in/iqac/#parentVerticalTab8

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- It is imperative that both the teachers and students are informed clearly about the Programme Outcomes (PO) formulated by the University and the Programme Specific Outcomes (PSO) offered
- These outcome statements with reference to the Programme Outcomes (PO) formulated by the University, the Programme

Specific Outcomes (PSO) and the detailed Course Outcomes (CO) hence remain displayed in college-website

- The Principal holds meetings with the Academic subcommittee before the commencement of each semester session.
- The guidelines provided in these meetings are executed departmentally thereafter
- The University prescribed syllabi of each subject is thereby distributed among faculty members and conveyed to the students at the onset of each semester session through elaborate Lesson Plans
- All newly admitted students are made aware about the academic, cultural, socio-economic, scientific and technological scope of the syllabus in the Orientation Programme addressed by the Principal on their very first day of college and the subsequent departmental Orientation Programmes
- The concepts of Programme Outcomes (PO) formulated by the University, the Programme Specific Outcomes (PSO) and the detailed Course Outcomes (CO) gain further clarity once they begin to settle down in the new environment
- Consequently, students in the institution are able to make up their minds and choose from among the available options
- Changes in options are allowed by the College as per the stipulated time frame offered by the mother university
- Hence the system related to the Programme Outcomes (PO) is definite, time tested and clear

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://rksmvv.ac.in/wp-content/uploads/2021/08/course_outcome.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Tangible outcome of all courses are systematically evaluated by the College on three levels
- The basic level of evaluation is done by respective faculty members who communicate with the students on an individual level. Continuous assessment in classroom through unit/surprise tests, oral question-answer sessions, quiz, problem-solving, home/classroom assignments, debates and discussions, seminar presentations, paper-writing etc. also

help in evaluation of student attributes
- This is then taken up in departmental meetings where a general assessment is made of a batch of students and improvisations in teaching learning process are discussed
- Suggestions/ solutions discussed at the departmental level are conveyed to the Principal in meetings held separately with each department, in the Academic subcommittee and in other college faculty meetings
- The Placement Cell of the College arranges for seminars, webinars and workshops on job opportunities
- These help enhance the employability consciousness among students which in turn helps the Placement cell to identify student specific requirements and arrange campus placements accordingly

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rksmvv.ac.in/wp-content/uploads/2021/08/course_outcome.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

111

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://rksmvv.ac.in/naac_files/2021-2022/2.6.3.1%20-%20paste%20link%20for%20annual%20report_Result%202021-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://rksmvv.ac.in/naac_files/2021-2022/1.4.2-%202021-2022_feedback.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://rksmvv.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

37

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities and outreach programmes are an integral part of

college life at RKSMVV.Students enthusiastically participate in outreach activities like annual Blood Donation and Awareness Camps, Health Camps, Donation Drive and various awareness programmes.

NSS volunteers carry out awareness campaigns and sensitization programmes both within and outside the campus.

The Student Welfare Committee continued to offer financial assistancefor mobile data and other needs.

File Description	Documents
Paste link for additional information	http://rksmvv.ac.in/outreach/
Upload any additional information	View File

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

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

4

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

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

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

457

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

5

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

8

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 10.82 acre campus houses three academic blocks, a spacious auditorium, a seminar cum examination hall, and the central library, among other physical facilities conducive to academic activities.

All classrooms (44) and laboratories (6) are well ventilated with spacious seating arrangements. In addition to 1 AV rooam and 1 smarrt class room, classrooms are equipped with black/green boards, lcd screen or tvs, and power sources.All departments have laptops for ict enabled interaction.

Muktiprana Sabhagrihais used for special lectures,seminars, workshops,national seminars and conferences.

Swamiji Bhavan, the lecture-cum-examination hall,is also used for college events, seminars and workshops.

The air-conditioned Audio-Visual room, seating about 25 students, fitted with a digital projector, a computer and a modern audio system, is used for seminar presentations and digitally aided classes and film screenings. The larger Smart Classroom holds about 50 students.

The computer laboratory, with 47computers with uninterrupted wifi facilities,used for digitally aided classes.

High speed internet facilities are available 3in the cyber room and the library, staff room, and office. The IRC at the library offers

browsing, and printing facilities to students.

Reprographic and printing facilities at reasonable rates are available for the faculty, students and non-teaching staff.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://rksmvv.ac.in/infrastructure/]()

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

Extra curricular activities are an integral part of the college experience for students, designed to enhance their physical and mental health, ensuring holistic development.There is asprawling green campus with an open sports arena, running tracks and badminton court wherestudentspractise the year round. Annual sports is a much awaited event.

Yoga is compulsory for all students of the college. An hour is devoted to yoga as part of the academic routine for students of all the three years. Classes are held in theMuktiprana Sabhagrigha (area in sg ft).

Muktiprana Sabhagriha, the 450-seater, air-conditioned college auditorium, serves the venue for all cultural programmes,competitions, and fests and exhibitions.

Swamiji Bhavan,the lecture-cum-examination hall with seating capacity of 300,often doubles as a venue for college events, seminars and workshops.

Students spend their free hours in the spacious Common Room to browse through magazines and newspapers, play carom, chess and other improvised indoor games, or chat and relax with friends. They also enthusiastically display their creative ideas on the Activity Board provided here.

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

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rksmvv.ac.in/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

35,37,197.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library has a collection of more than 20000 books and 268 bound journals as on 31st March 2022. It is a well-equipped fully automated library. Library functions are fully automated through open-source library management software 'Koha', version 21.05.08.000, which has been installed on a cloud-base. Koha offers WEB-OPACfacilities to users, who can place requisitions, renew, view search history by logging into their account under the new purchase tab. Digitized University question papersare also accessible.The college library is a member of NLIST Program of the UGC-INFLIBNET Centre for the purpose of accessing the electronic resources. The library has also subscribed to Sage Journals which are also available for our readers from library's e-resource section. Books are classified according to "Dewey DecimalClassification" 22nd edition with an aim to putting updated classification number on the documents for specific classification on different micro subject. The library also has a separate Gender Resource Corner.Library facilities for ex-students are also provided. Students and teachers can access WBCoLOR which is a collaborative centralized database covering topics relating to CBCS syllabus followed by different undergraduate colleges affiliated to different universities of West Bengal. Library also installed NVDA software for visually impaired students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://opac.rksmvvlibrary.org.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

102176.00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

At present there are are 47 computers used by students, staff and faculty. High speed internet (100mbps) is available through wifi in the college building and library.

Annual Maintenance Contracts (AMC) for computers are made.

For smart classrooms and the audiovisual room equipment, technical support is used as and when needed.

All departments are provided with lcd screens and laptops for ICT enabled teaching learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rksmvv.ac.in/infrastructure/

4.3.2 - Number of Computers

47

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

4.3.3 - Bandwidth of internet connection in the   A. ? 50MBPS Institution

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

31,84.992.00

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Annual Maintenance Contracts (AMC) are made for maintenance of computers, lcd screens, reprographic machines, water purifiers and water cooler.

The Infrastructure subcommittee looks after the physical intrastructure of the college, like lights, fans, tvs, canteen facilities, toilets etc.

The Sports subcommittee supervises the maintenance of the sports field and preparation of tracks for the annual sports events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rksmvv.ac.in/infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

185

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

20

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://onlinerksmvv.in/acs/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

583

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

583

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

36

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

79

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

6

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

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

The college has no registered students' union or council. There are elected Class Representatives (one representative for every ten students) from each year and each department to interact with faculty and administration regarding students' issues.

There are two Student Representatives in the Anti Ragging Cell, and fourin the Canteen Subcommittee.

There is also one Student Representative in the IQAC, selected from the final year students. The class representatives and student volunteers are an integral part of any major college event, like Annual Sports, College Social, Saraswati Puja, Donation Camps,or the Annual Cultural Function.

The hostel boarders play an important role in the smooth running of the daily affairs. There is a Hpstel Prefect in each of the buildings, and responsibilities are shared among 'Ministers' - students in charge of various sections, like Food, Study, Shrine, etc.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/anti-ragging-cell/
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of RKSMVV (Registration Number S/IL/18198 of 2003-2004) was established in 2003 with the vision to assist the Alma Mater in its various endeavours and promote the general welfare of the institution along with forging a strong bond between the alumni, current students, faculty and staff and be the support in shaping the institution's future. Objectives:- a) To promote fellow feeling and fraternity amongst the alumni of the College, as well as between past and present students and the teachers/staff members of the college, b) To initiate activities which would be directly or indirectly beneficial to the College, c)To provide relief to the ex-students who are in need of help, d)To hold the Annual Re-union, e)To extend financial support through scholarships, free-ships, prizes and other assistance. Since its inception, the Association has been striving hard to achieve these objectives by all means and measures.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year   **D. 1 Lakhs - 3Lakhs**

(INR in Lakhs)

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The goal of the institution is to offer to students an academic and intellectual experience that foster independent thought and responsible action, in addition to self sufficiency and self reliance, possible only through a a holistic approach towards education.

In addition to a curriculum-based academic plan,well designed and meticulously executed by the departments, there are several professional and skill based courses designed to improve employability and life skills, along with the basic curriculla which focuses on knowledge and applications.

The RKSMVV School of Professional Studies conducts certificate and diploma courses for current and past students. A number of Add on courses are also offered to all students.

Outreach programmes are conducted the year round to inculcate accountability, values and responsibilty. NSS and the other subcommittees and cells conduct year round awareness campaigns, student and community based programmes, aiming at building up socially and morally responsible citizens.

The IQAC and Managing Committee strategize, plan and implement with the Principal at the helm. The departments and the committees and cells, like the Academic subcommittee,and Teachers' Council subcommittees work with the Principal and IQAC.

Institutional facilities and financial assistnce is made avaiable to students to help them pursue their goals.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/iqac/#parentVerticalTab2
Upload any additional information	View File

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

All stakeholders of the college - management, faculty, staff, students, alumni,guardians, and patrons work as a team, each participating in its own capacity of either strategist and supervisor, or executor, or beneficiary, or reviewer.

The Principal with the IQAC sets up a strategic plan at the beginning of the session, taking into account the achievements and shortcomings of the previous session plan, at the same time focussing on new innovations and/ or policies.Managing Committee ratifications are seeked as and when necessary.

The Departments, Committees and Cells chalk their own respective plans for the year, sharing it with the IQAC and carry out their activities accordingly. The Academic Calendar is available on the college website, reflecting academic and co- curricular activities,leaves, exams and session breaks.

All units review their actions internally and periodically and discuss progress with the IQAC at the end of the semester or session, as applicable. Innovations and alterations are considered in these meetings. Student representatives are part of the committees.Stakeholders' feedbacks are accessed through meetings and feedback forms. 'Open House' with students also ensures their involvement in college affairs.

The institution owes its success to this system of decentralized participative management structure.

File Description	Documents
Paste link for additional information	http://rksmvv.ac.in/iqac/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Principal with the IQAC sets up a strategic plan at the beginning of the session, reviewing past achievents and /or shortcomings.

The academic activities of the college are strategized and implemented by the Principal along with the IQAC and Academic Subcommittee. The departments plan their teaching-learning and cocurricular activities at the beginning of each session.

The committees and cells, too, strategize, plan and review, in consultation with the Principal and IQAC.

The following strategies are adopted to ensure effective deployment ofstrategies, policies and plans, and optimum use of available resources, both human and physical:

- Regular IQAC, committee and departmental meetings.
- Feedback from students and parents. Parent-teacher meetings at the end of each semester. Open House with students.
- Regular interaction of the Principal with faculty members of the departments, and office staff.
- Periodic reviews and assessment of results, records and reports.
- Infrastructural maintenance and addition.
- Adequate emphasis on curriculum enrichment through review/ addition of co curricular and extra curricular courses, including career oriented courses.
- Addressing students grievances and suggestions. Direct whatsapp communication between students and faculty, including the Principal, continues to be an effective means of communication with students, who are the majorbeneficiaries of the system.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://onlinerksmvv.in/pcs/
Upload any additional information	View File

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

As illustrated by the organogram, the institution follows a democratic and participative management policy in academic and administrative matters. The strategic planning of is done by the IQAC, presided by the Principal. If and when necessary, decisions are ratified by the Managing Committee. The IQAC supervises the overall implementation of policies, implementation is done with the help of faculty and staff, grouped into small units.

The units include the academic departments under their respective Heads, the committees under their Conveners responsible for various aspects of academic administration, including co-curricular and extracurricular activities.

The Librarian, with the Library Committee manages the intellectual resources, digital and physical.

Non-teaching Office Staff act as extension of the Principal's Office and manage student affairs and accounts.

Academic assistants help in laboratory management and ancillary work.

The Hostel Superintendents (Monastic members) act as the coordinating authority for all affairs relating to residents of the UGHostel.

The College maintains campus discipline through special cells e.g Grievance Redressal Cell, Anti Ragging Cell, Internal Complaint Committee and the RTI Cell to direct academic dispute of a legal nature.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/library/
Link to Organogram of the Institution webpage	https://rksmvv.ac.in/wp-content/uploads/2023/07/ORGANOGRAM-OF-RKSMVV.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

All employees avail of the General Provident Fund, as well as an easy loan facility from the GPF.

The teaching staff enjoy the benefit of the West Bengal Health Scheme.

Eligible non teaching staff receive festival bonus as per governmentorders.

Medical Leave of 20 days per year with full pay is available to all employees.

Maternity Leave and Child Care Leave subject to eligibility, and at Principal's discretion.

Special Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19.

File Description	Documents
Paste link for additional information	https://wbhealthscheme.gov.in/
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An annaulSelf Appraisal form is filled by both teaching and non teaching staff, and ratified by the Principal.

The Principal regularly meets the office staff, librarian and faculty members, which ensures a continuous appraisal of performance.

Attendance register for all employees with detailed records of hours spent, classes alotted and taken, other administrative and departmental duties performed, invigilations, and leaves taken. Leave applications submitted to Principal's office for month-end verification.

Leave Committee periodically verifies all leave applications to ensure that no anomaly occurs regarding the number of leaves admissible and taken.

Service Book Committee oversees regular updation of physical Service Book.

IQAC verifies all data and annexed documents in the CAS papers to ensure fairness in career advancement.

Teachers have kept records of the online classes on an Excel format provided by the college in lieu of the physical class registers.

Student feedbacks are taken on curricullum as well as individual teachers' performance.Principal goes through StudentFeedback reports and ensures redressal when required.

The Principal keepsin regular touch with all students through WhatsApp groups.

End sem departmental meeting on lesson plan and syllabus coverage, help assess both student and faculty performance.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/iqac/#parentVerticalTab7
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal financial audit is conducted every year by Auditor appointed by the college.

External financial audit is conducted annually by Auditor appointed

by the Government of West Bengal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

8.3

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The Institution is mainly dependent on student fees and governmental grants. A budget is prepared at the beginning of the financial year, and applications are made to the various schemes of the state and central government.

Information on central and state government scholarships, and other financial aids are regularly displayed on the college website. Students are also informed through whatsapp groups.

Institutional and private scholarships, financial assistance shemes,freeships, etc. are notified through college notice board, and the Students' Section of theoffice.

Institutional and individual donors are also approached for funds.

The RKSMVV Alumni Association is a regular source of fund mobilization.

Registration fees are charged during seminars and ancillary expenses are met from there.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/prizes-grants-and-scholarships/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The 2021-22 session was a blended one, offline classes briefly resumed on November '21, then again after a brief online period till early February 2022.Post lockdown, the IQAC adopted certain strategies aimed at resumption of regular academic and cocurricular work.

1. Introduction of Career-Oriented Professional courses for current and past students, in collaboration with reputed institutes like Sister Nivedita University, WBSU

2. Ensured continuation of regular online classes and examinations during the lockdown period, and made necessary rearrangement after offline classes resumed.

3. Organized academic and cocurricular activities like seminars, workshops, competitions, extension lectures, invited lectures and special talks, webinars, outreach activities and exhibitions during and after the lockdown.

4. Continued to support students by coordinating with the Student Welfare Committee in organizing counseling sessions and funds.

5. Followed strict Covid Protocols in the campus, organized a Covid 19 Vaccination Camp in collaboration with WB Higher Education Dept in the college, and a Medical cum Relief Camp for women and children at Baradpur, a village near the Sunderbans, highly affected by Amphan and the continuing lockdown.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/naac_files/2021-2022/IQAC%20Annual%20Report%2021_22.pdf
Upload any additional information	View File

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

Continuation of academic and administrative activities and ensuring the desired standard was the greatest challenge before the IQAC during the severe disruption created by the pandemic and ensuing lockdown.The IQAC reviewed the situation after the lockdown and identified the areas that needed strategic planning.

Initial unpreparedness and lack of adequate infrastructure, namely device and connectivity, hindered regular online classes. IQAC took the initiative to familiarize teachers with the Zoom and G suite tools through workshops, which clearly motivated them and resulted in regilarization on the new teachig-learning system.

Departments were provided with attendance sheets and with the freedom of choosing convenient class hours beyond the college time table.

Teachers were also encouraged to make teaching-learning more interactive and ict based, like using PPTs and AVclips in placeof boardwork. Online student projects and presentations were assigned to ensure student engagement.

The departments redesigned the lesson plans acoording to the revised syllabus provided by the university, and cleared the backlogs. Tutorials and mentoring were stressed keeping in mind the students' mental states.

The Principal, with the help of the IQAC supervised the entire redesigning of teaching methods. The results were visible in the results.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/naac_files/Lesson_Plan.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rksmvv.ac.in/naac_files/2021-2022/IQAC%20Annual%20Report%2021_22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college strives hard to instil a sense of equality, self respect and self reliance in the young women who enter the college at an impressionable age. To focus on gender parity, the college organizes several events like talks, workshops, film-shows, seminars, awareness programmes to expose and sensitize the students towards gender-centric issues, including that of transgenders and the LGBTQ community.

Even when normal activities were impossible, the Gender Resource

Centre and ICC of this college managed to organize online events, competitions, interactive sessions which focussed on rights, safety and security and mental health ofthe young girls, many of whose physical safety was threatened due to the lockdown. Seminars like - "Sexual Harassment atWorkplace andEducational institutions :Right to Mental Health", Cyber Security, Women's Day, and aCertificate Course by the English Department- "Decoding Gender - Interdisciplinary Perspectives"were aimed at creating gender awareness and sensitization. Counseling sessions for students to fight domestic abuse and depressionby SWC and ICCare among regular measures towards gender sensitization.

The mentors, too,played an important role in addressing sensitive issues faced by the mentees during the lockdown.

File Description	Documents
Annual gender sensitization action plan	https://rksmvv.ac.in/gender-resource-centre/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rksmvv.ac.in/naac_files/2021-2022/7.1.1%2021_22.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management: Govt. appointed and college employed sweepers clean and sweep the premises regularly. The campus is practically a "plastic-free' zone. Placards discouraging plastic use

are displayed prominently. Colour-coded bins are used to separate biodegradable and nonbiodegradable waste. Compost pits are used for organic wastes; hazardous metallic and glass wastes are kept separately and handed over to the local kabariwalas.

Liquid waste management: Regular sewage management system.

E-waste Management: Annual contract with Maple Technologies for regular maintenance of all computers. Computers are upgraded regularly, utdated computers occasionally exchanged for updated ones. E-wastes are preserved separately to avoid environmental hazards.

Waste recycling: Organic and biodegradable waste is used forcomposting. Paper waste is handed over to local kabariwalas for recyclng. Glass, metals are also handed over to them. Efforts are taken to make the campus totally a plastic free zone. Students and staff work actively towards a green campus. Anyone carrying a plastic bag is asked to carry it back with them.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://rksmvv.ac.in/naac_files/2021-2022/7.1.3%20-%20Geotagged%20photographs%20(1).pdf
Any other relevant information	[View File](#)

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

A. Any 4 or all of the above

Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading

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

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

Founded on the ideals of Swami Vivekananda, the college actively promotes an inclusive environment based on tolerance and respect towards cultural, linguistic and communal diversity. The peaceful apolitical environment has always attracted students from remotest corners of the state, as well as from the city and its suburbs. Students here belong to diverse regional and socio-economic status, ranging from the lowest income group to the upper middle class, from the first generation learner to the English speaking student from convent schools. But the inclusive practices, particularly the college uniform, the morning assembly and weekly value education classes, the various social outreach programmes, create a sense of belonging in each student, irrespective of class, caste or religion. This is even more discernable among the hostel boarders, who are trained to be responsible, honest and self reliant amidst strict discipline. Perhaps the best example of inclusiveness is students of all religious communities performing shrine work.

Students volunteer in charitable and social work with the monastic members, as well as in blood donation and medical camps, arrange the yearly Donation Drive for the local slum dwellers, help run the charitable dispensary within the college premises. There is an active NSS wing as well.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College Prospectus clearly states the codes of conduct applicable to students and staff alike. Discipline lies at the core of these rules.

Weekly Value Education classes are mandatory for all students. These are designed to inculcate a sense of values and morals that are intrinsic to holistic growth. The college does not focus merely on the students' academic performances and successful careers, but also on their maturing into young citizens responsible towards society and their environment.

Observance of days of national significance, like Youth Day, Republic Day, Independence Day, Women's Day, International Mother Tongue Day, Constitution Day, etc. also helps inculcate a sense of duty and responsibility towards the nation. Many ofthese ocassions were observed virtually under the circumstances.

Banmahotsav is an annual programme designed to inculcate environmental ethics by celebrating nature. Students celebrate through chants, music, poetry and dance, saplings are planted, but, at the same time, environmental concerns are shared through presentations, discussions and debates.

Environment Day and World Yoga Day were observed with much enthusiasm, led by NSS volunteers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code   C. Any 2 of the above

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

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

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

The following events/days are observed with respect each year to make the students and staff aware of their nation's historical past and rich cultural heritage.. Under the lockdown situation too, most were observed virtually:

Independence Day and Republic Day are observed flag hoisting, march past and drills, and short cultural programmes. An invited speaker, usually an eminent academician or author, speaks on the relevance of these days. This year students and teachers made virtual programmes, which were shared on the college's youtube page.

Youth Day is celebrated annually on 12th January, with colourful processions and tableaux.This year Teachers' Day, Rabindra Jayanti, and birth anniversaries of great Indian personalities such as, Mahatma Gandhi, Sister Nivedita, Netaji Subhash Chandra Bose, Pandit Iswar Chandra Vidyasagarhave been observed virtually. Celebration of International Mother Language Day on 21st February, International Women's Day on 8th March and World Yoga Day on 21st June were also held online. A webinar "Yoga:In Theory and Practice" was held with financial support from Indian Council for Philosophical Research.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File]()
Geo tagged photographs of some of the events	[View File]()
Any other relevant information	[View File]()

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I:Career Development of Students through Development of Employability Skills and Placement Opportunities

Aimed at honing employability skills in students foreconomic andsocial empowerment.

The college acknowledged the need for career oriented skill based training and placement opportunities for the students.Placement Cell active in coordinating placement related activities, ensuringsmooth placement process andearly exposure to employment avenues and recognition oforientations and aptitudesfor the students.

Tie ups with TCS, Magic Bus India Foundation, Ujjivan Bank,Development ConnectsFolk India among others.

24 placements solely through Placement Cell.(https://rksmvv.ac.in/placement/)

Best PracticeI II:Continuous and All-round Student Support

Aimed at ensuringuninterrupted academic activities in spite of adversities - familial, social, financial, psychological.

Financial assistance, scholarships, subsidized hostel accommodation.Career-oriented, add-oncoursesoffered at a subsidized rate to underprivileged students. Mentoring, professional counseling, SWC funds for over100 students forsmart phones, data packs and recharge. Feereduction and monetary helpby the college. Supply of online study material,extra classes, parents' counseling, online testsduringlockdown, extra care to helpstudents cope with the post-pandemic system.

Coursesintroduced.https://onlinerksmvv.in/pcs/,https://onlinerksmvv.in/acs/,http://onlinerksmvv.in/scc/,http://onlinerksmvv.in/iks/

Overall improvent, confidence development, employability skills enhancement noticed in students.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The priority and thrust of RKSMVV includes holistic growth of its students coming from diverse socio-economic backgrounds.The College which had a humble beginninng in 1961 with a handful of students and teachers and monastics, has now emerged as a leading women's college in the state.

The unique feature of this college is its disciplined academic atmosphere, free from political activity and intervention, rampant in most educational institutions today. In the sprawling green campus the students breathe freely, literally and metaphorically. Adequate infrastructural facilities including digital aids, a well stocked and automated central library and departmental libraries, computer facilities with soft skill training for all, help in an all round growth of students. Students enjoy freedom in choosing from a host of co-curricular and extra curicullar activities while pursuing their degrees. Seminars, workshops, competitions, debates and year round cultural programmes and outreach activities give them adequate exposure and inspire them to nurture their talents and interests. Weekly Value Education classes inculcate a sense of values and ethics. Sports facilities and yoga classes help develop a healthy body. The college thus succeeds in developing the young impressionable minds into balanced humans, with the perfect combination of education, skills, responsibilty and ambition.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- **The institution follows the curricula determined by its affiliating University, the West Bengal State University.**
- **Academic planning includes: i)Academic Calendar, prepared by the Academic Subcommittee at the beginning of the academic session in accordance with the WBSU Academic Calendar,includes institutional events and holidays, and tentative internal and mock test schedules. ii) Central and Departmental time tables.iii) Departmental lesson plans. These are prepared well in advance, and are strictly adhered to, to ensure timely completion of syllabi, and holding of internal exams. However,Teaching plans are modified if necessary to enable students prepare better for examinations.**
- **Academic Calendar,and Departmental Time Table and Lesson Plan are made available to students at the beginning of each semester.**
- **Continuous and Comprehensive Evaluation (CCE) is carried out through tutorials,assignments, mid semester and mock tests and internal exams.**
- **Internal exam and mock exam answer scripts are shown to students.**
- **Students' attendance records are meticulously maintained.**
- **Attendance records and Internal assessment awards are digitally uploaded on the university portal, back copies are duly maintained and documented.**
- **Regular meeting of Heads of the departments with the Principal are held to discuss academic planning and progress.**
- **End semester dpartmental meetings document academic progress and lacunae.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://rksmvv.ac.in/naac_files/2021-2022/Philo,%20Lesson%20Plan%20sem4.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar reflects the academic plan of the college, which involves teaching, learning and assessment or evaluation.

The Academic Calendar of the college is prepared at the beginning of every academic year in correspondence with WBSU Academic Calendar. The Academic Subcommittee, in consultation withthe IQAC coordinator and the Principal, prepares the calendar, adhering to the university directives and plans as far as practicable. The academic calendar marksthe commencement and end of semesters, including mock tests,departmental and extra curricular activities, alloting an approximately 15 day window to hold the mid-term Internal Assessments, and marks the dates of the End-Semester exams following the university directives.

The CBCS curricula are so designed that the student performances are evaluated throughout the semester. Apart from the mid-term Internal Assessment and End-Semester examinations, there are various ways in which student progress is assessed. Class interactions, class and home assignments, mock tests, tutorials, unit tests, group projects and presentations are some of the methods adopted.Internals include written tests, power point presentations and term papers. Student research projects and presentations are encouraged, and are particularly designed to develop their research skills as well as build up public speaking and presentation skills.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://rksmvv.ac.in/naac_files/2021-2022/1.1.2%20-%20AC%2021-22.pdf

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

Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

06

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

178

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

178

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

1.3 - Curriculum Enrichment

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

Almost all the subject syllabi include sections on Gender, Human Values and Ethics, Environment and Sustainability. In addition to the prescribed studies, efforts are made to engagethe students in several co-curricular and extra-curricular activities, expanding the definition and scope of education beyond the confines of the classroom.

Students are also orientedthem towardsvalue based education and social awareness and service by being inducted into the numerous outreach activities carried out by the institution.

The institution offersa meticulously planned Value Education Certificate Course to all studentswith a well structured syllabus and examinations.

The NSS wing regularly participates in State level outreach activities, and at the institutional level, meticulously observes days of national importance as Gandhi Jayanti, Republic Day, Independence Day,International Yoga Day. Obseravnce of social awareness events like World Aids Day, Swachh Bharat Abhiyan, etc. Annual Blood Donation camps and Donation Drivesare held every year.

The ICC and GRC hold workshops and interactive lecture sessions on gender issues.Annual Vanmahotsav is held to inculcate environmental values and ethics in young minds. Students make presentations on environmental issues, and celebrate nature through poetry, music and dance.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

04

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

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

145

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://rksmvv.ac.in/naac_files/2021-2022/1.4.2-%202021-2022_feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

810

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

156

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Keeping in mind the existence of student diversity, teachers are aware of the need to identify slow and advanced learners. Hence they are particularly attentive to the response of the students without being overtly discriminatory in their attitude. Once the categorisation is complete, the following measures are taken to address the issue:

Advanced Learners

- Students are encouraged to prepare projects, posters and charts, join seminars and talks both online and otherwise on various topics on their respective courses and also on other topical themes
- Power point presentations, group discussions on topics both within and outside the purview of the syllabus

Slow Learners

- Reading and writing abilities of slow learners are monitored by individual teachers on a continuous and personal basis
- Remedial Classes are arranged to develop language skills subject knowledge
- They are also encouraged to participate in departmental and college activities both co-curricular and extra curricular events

Parent Teachers Meetings are organised periodically regarding the progress of their wards. In case of serious problems, support is extended in the form of in-house counselling and careful mentoring. A cordial student teacher relationship and a healthy class environment is maintained.

File Description	Documents
Link for additional Information	http://rksmvv.ac.in/iqac/#parentVerticalTab8
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
433	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

- **Teaching learning system is almost entirely dependent on the syllabi provided by the affiliating University.**
- **Class lectures, both online and offline, form the basis of teaching**
- **Study material is provided by teachers to students whenever required so as to augment better understanding of the discipline**
- **Power point presentations and other audio visual aids (film shows, lectures etc.) also help in the teaching process**
- **Field trips, excursions both inclusive and exclusive of the curriculum are arranged to broaden the knowledge base of students**
- **Micro teaching sessions also widen their sphere of knowledge**
- **Students submit written papers and othe written assignments which help them to develop the habit of self study**
- **Extension lectures by faculty members from different colleges and universities are a regular feature. These lectures help in the enhancement of domain knowledge**
- **Inter-departmental lectures are also organised for helping develop intersectionality of the disciplines**

File Description	Documents
Upload any additional information	View File
Link for additional information	https://rksmvv.ac.in/naac_files/2021-2022/2.3.1%20-%20AC%2021-22.pdf

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

- **The teachers are proficient in ICT enabled tools that are required for taking classes one that complements the traditional lecture delivery system**
- **The G Suite was the official online platform of the College for taking online classes until the commencement of offline classes in November 2021**
- **Online reference through INFLIBNET and WBCOLOR are used by both teachers and students**
- **Webinars (State, National, International) are conducted on online platforms like Zoom, G Suite etc.**
- **Fully computerised circulation of books in the College Library**
- **Most departments have been equipped with smart television sets**
- **Smart Classrooms are used for organising talks, lectures and classes**
- **Faculty members especially Language and Literature departments present films and other audio visual material for students on various topics/issues**
- **A separate wifi enabled AV room equipped with an overhead projector is also used for the same purpose**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://rksmvv.ac.in/infrastructure/

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

2.3.3.1 - Number of mentors

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26 of 27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

622

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- **The College has a well established tradition of transparent and robust mechanism of Internal Assessment and continuous evaluation subject to the regulations of the affiliating University**
- **Rules and regulations regarding the Internal Assessment related to the final examination are clearly discussed with the students at the commencement of academic session**
- **The Academic Calendar of the College reflects the time schedule of the Internal Assessment in all courses**
- **Schedule of class tests are provided to the students by respective teachers**
- **The candidates are always shown their respective test/examination scripts after correction. They are told how to improve upon their performance at this stage.**
- **In case of a student failing to appear in any internal examination due to unavoidable circumstances, repeat tests are arranged**
- **Internal Assessment results are displayed on the College notice board and discrepancies if any, are resolved**
- **They are apprised of their attendance that carries five marks once at midsession and again at the end of the session, thereby keeping scope for improvement**
- **The College abides by the rules set by the affiliating university regarding University CBCS examinations**

File Description	Documents
Any additional information	View File
Link for additional information	https://www.wbsuexams.net/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- **Any grievance regarding internal examinations is taken care of by the Principal.**
- **The Principal is connected to the all students through WhatsApp groups that are organised both Semesterwise and departmentwise**
- **Students report their grievance directly to the Principal**
- **The Principal calls upon the respective departments in such cases and gets the issues resolved rapidly**
- **There is also a Grievance Redressal Cell at the College where students' grievances can be reported**
- **However, as per the rules of the mother university, Internal Assessment related grievances cannot be addressed after the final results of the semester are published**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://rksmvv.ac.in/iqac/#parentVerticalTab8

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- **It is imperative that both the teachers and students are informed clearly about the Programme Outcomes (PO) formulated by the University and the Programme Specific Outcomes (PSO) offered**
- **These outcome statements with reference to the Programme Outcomes (PO) formulated by the University, the Programme Specific Outcomes (PSO) and the detailed Course Outcomes (CO) hence remain displayed in college-website**
- **The Principal holds meetings with the Academic subcommittee before the commencement of each semester session.**
- **The guidelines provided in these meetings are executed departmentally thereafter**
- **The University prescribed syllabi of each subject is thereby distributed among faculty members and conveyed to the students at the onset of each semester session through elaborate Lesson Plans**
- **All newly admitted students are made aware about the academic, cultural, socio-economic, scientific and**

- technological scope of the syllabus in the Orientation Programme addressed by the Principal on their very first day of college and the subsequent departmental Orientation Programmes
- The concepts of Programme Outcomes (PO) formulated by the University, the Programme Specific Outcomes (PSO) and the detailed Course Outcomes (CO) gain further clarity once they begin to settle down in the new environment
- Consequently, students in the institution are able to make up their minds and choose from among the available options
- Changes in options are allowed by the College as per the stipulated time frame offered by the mother university
- Hence the system related to the Programme Outcomes (PO) is definite, time tested and clear

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://rksmvv.ac.in/wp-content/uploads/2021/08/course_outcome.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Tangible outcome of all courses are systematically evaluated by the College on three levels
- The basic level of evaluation is done by respective faculty members who communicate with the students on an individual level. Continuous assessment in classroom through unit/surprise tests, oral question-answer sessions, quiz, problem-solving, home/classroom assignments, debates and discussions, seminar presentations, paper-writing etc. also help in evaluation of student attributes
- This is then taken up in departmental meetings where a general assessment is made of a batch of students and improvisations in teaching learning process are discussed
- Suggestions/ solutions discussed at the departmental level are conveyed to the Principal in meetings held separately with each department, in the Academic subcommittee and in other college faculty meetings
- The Placement Cell of the College arranges for seminars, webinars and workshops on job opportunities
- These help enhance the employability consciousness among

students which in turn helps the Placement cell to identify student specific requirements and arrange campus placements accordingly

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://rksmvv.ac.in/wp-content/uploads/2021/08/course_outcome.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

111

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://rksmvv.ac.in/naac_files/2021-2022/2.6.3.1%20-%20paste%20link%20for%20annual%20report_Result%202021-22.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://rksmvv.ac.in/naac_files/2021-2022/1.4.2-%202021-2022_feedback.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://rksmvv.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

37

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities and outreach programmes are an integral part of college life at RKSMVV.Students enthusiastically participate in outreach activities like annual Blood Donation and Awareness Camps, Health Camps, Donation Drive and various awareness programmes.

NSS volunteers carry out awareness campaigns and sensitization programmes both within and outside the campus.

The Student Welfare Committee continued to offer financial assistancefor mobile data and other needs.

File Description	Documents
Paste link for additional information	http://rksmvv.ac.in/outreach/
Upload any additional information	View File

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

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

4

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

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

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

457

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

5

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

8

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 10.82 acre campus houses three academic blocks, a spacious auditorium, a seminar cum examination hall, and the central library, among other physical facilities conducive to academic activities.

All classrooms (44) and laboratories (6) are well ventilated with spacious seating arrangements. In addition to 1 AV rooam and 1 smarrt class room, classrooms are equipped with black/green boards, lcd screen or tvs, and power sources.All departments have laptops for ict enabled interaction.

Muktiprana Sabhagrihais used for special lectures,seminars, workshops,national seminars and conferences.

Swamiji Bhavan, the lecture-cum-examination hall,is also used for college events, seminars and workshops.

The air-conditioned Audio-Visual room, seating about 25 students, fitted with a digital projector, a computer and a modern audio system, is used for seminar presentations and digitally aided classes and film screenings. The larger Smart Classroom holds about 50 students.

The computer laboratory, with 47computers with uninterrupted wifi facilities,used for digitally aided classes.

High speed internet facilities are available 3in the cyber room and the library, staff room, and office. The IRC at the library offers browsing, and printing facilities to students.

Reprographic and printing facilities at reasonable rates are available for the faculty, students and non-teaching staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rksmvv.ac.in/infrastructure/

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

Extra curricular activities are an integral part of the college experience for students, designed to enhance their physical and mental health, ensuring holistic development.There is asprawling green campus with an open sports arena, running tracks and badminton court wherestudentspractise the year round. Annual sports is a much awaited event.

Yoga is compulsory for all students of the college. An hour is devoted to yoga as part of the academic routine for students of all the three years. Classes are held in theMuktiprana Sabhagrigha (area in sg ft).

Muktiprana Sabhagriha, the 450-seater, air-conditioned college auditorium, serves as the venue for all cultural programmes,competitions, and fests and exhibitions.

Swamiji Bhavan,the lecture-cum-examination hall with seating capacity of 300,often doubles as a venue for college events, seminars and workshops.

Students spend their free hours in the spacious Common Room to browse through magazines and newspapers, play carom, chess and other improvised indoor games, or chat and relax with friends. They also enthusiastically display their creative ideas on the Activity Board provided here.

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

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rksmvv.ac.in/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

35,37,197.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library has a collection of more than 20000 books and 268 bound journals as on 31st March 2022. It is a well-equipped fully automated library. Library functions are fully automated through open-source library management software 'Koha', version 21.05.08.000, which has been installed on a cloud-base. Koha offers WEB-OPACfacilities to users, who can place requisitions,

renew, view search history by logging into their account under the new purchase tab. Digitized University question papersare also accessible.The college library is a member of NLIST Program of the UGC-INFLIBNET Centre for the purpose of accessing the electronic resources. The library has also subscribed to Sage Journals which are also available for our readers from library's e-resource section. Books are classified according to "Dewey DecimalClassification" 22nd edition with an aim to putting updated classification number on the documents for specific classification on different micro subject. The library also has a separate Gender Resource Corner.Library facilities for ex-students are also provided. Students and teachers can access WBCoLOR which is a collaborative centralized database covering topics relating to CBCS syllabus followed by different undergraduate colleges affiliated to different universities of West Bengal. Library also installed NVDA software for visually impaired students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://opac.rksmvvlibrary.org.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

102176.00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

At present there are are 47 computers used by students, staff and faculty. High speed internet (100mbps) is available through wifi in the college building and library.

Annual Maintenance Contracts (AMC) for computers are made.

For smart classrooms and the audiovisual room equipment, technical support is used as and when needed.

All departments are provided with lcd screens and laptops for ICT enabled teaching learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rksmvv.ac.in/infrastructure/

4.3.2 - Number of Computers

47

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

31,84,992.00

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Annual Maintenance Contracts (AMC) are made for maintenance of computers, lcd screens, reprographic machines, water purifiers and water cooler.

The Infrastructure subcommittee looks after the physical

intrastructure of the college, like lights, fans, tvs, canteen facilities, toilets etc.

The Sports subcommittee supervises the maintenance of the sports field and preparation of tracks for the annual sports events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rksmvv.ac.in/infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

185

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

20

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://onlinerksmvv.in/acs/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

583

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

583

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

36

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

79

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

6

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

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

The college has no registered students' union or council. There are elected Class Representatives (one representative for every ten students) from each year and each department to interact with faculty and administration regarding students' issues.

There are two Student Representatives in the Anti Ragging Cell, and fourin the Canteen Subcommittee.

There is also one Student Representative in the IQAC, selected from the final year students. The class representatives and student volunteers are an integral part of any major college event, like Annual Sports, College Social, Saraswati Puja, Donation Camps,or the Annual Cultural Function.

The hostel boarders play an important role in the smooth running of the daily affairs. There is a Hpstel Prefect in each of the buildings, and responsibilities are shared among 'Ministers' - students in charge of various sections, like Food, Study, Shrine, etc.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/anti-ragging-cell/
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of RKSMVV (Registration Number S/IL/18198 of 2003-2004) was established in 2003 with the vision to assist the Alma Mater in its various endeavours and promote the general welfare of the institution along with forging a strong bond between the alumni, current students, faculty and staff and be the support in shaping the institution's future. Objectives:- a) To promote fellow feeling and fraternity amongst the alumni of the College, as well as between past and present students and the teachers/staff members of the college, b) To initiate activities which would be directly or indirectly beneficial to the College, c)To provide relief to the ex-students who are in need of help, d)To hold the Annual Re-union, e)To extend financial support through scholarships, free-ships, prizes and other assistance. Since its inception, the Association has been striving hard to achieve these objectives by all means and measures.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The goal of the institution is to offer to students an academic and intellectual experience that foster independent thought and responsible action, in addition to self sufficiency and self reliance, possible only through a a holistic approach towards education.

In addition to a curriculum-based academic plan,well designed and meticulously executed by the departments, there are several professional and skill based courses designed to improve employability and life skills, along with the basic curricula which focuses on knowledge and applications.

The RKSMVV School of Professional Studies conducts certificate and diploma courses for current and past students. A number of Add on courses are also offered to all students.

Outreach programmes are conducted the year round to inculcate accountability, values and responsibilty. NSS and the other subcommittees and cells conduct year round awareness campaigns, student and community based programmes, aiming at building up socially and morally responsible citizens.

The IQAC and Managing Committee strategize, plan and implement with the Principal at the helm. The departments and the committees and cells, like the Academic subcommittee,and Teachers' Council subcommittees work with the Principal and IQAC.

Institutional facilities and financial assistnce is made avaiable to students to help them pursue their goals.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/iqac/#parentVerticalTab2
Upload any additional information	View File

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

All stakeholders of the college - management, faculty, staff, students, alumni,guardians, and patrons work as a team, each participating in its own capacity of either strategist and supervisor, or executor, or beneficiary, or reviewer.

The Principal with the IQAC sets up a strategic plan at the beginning of the session, taking into account the achievements and shortcomings of the previous session plan, at the same time focussing on new innovations and/ or policies.Managing Committee ratifications are sought as and when necessary.

The Departments, Committees and Cells chalk their own respective plans for the year, sharing it with the IQAC and carry out their activities accordingly. The Academic Calendar is available on the college website, reflecting academic and co- curricular activities,leaves, exams and session breaks.

All units review their actions internally and periodically and discuss progress with the IQAC at the end of the semester or session, as applicable. Innovations and alterations are considered in these meetings. Student representatives are part of the committees.Stakeholders' feedbacks are accessed through meetings and feedback forms. 'Open House' with students also ensures their involvement in college affairs.

The institution owes its success to this system of decentralized participative management structure.

File Description	Documents
Paste link for additional information	http://rksmvv.ac.in/iqac/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Principal with the IQAC sets up a strategic plan at the beginning of the session, reviewing past achievents and /or shortcomings.

The academic activities of the college are strategized and implemented by the Principal along with the IQAC and Academic Subcommittee. The departments plan their teaching-learning and cocurricular activities at the beginning of each session.

The committees and cells, too, strategize, plan and review, in consultation with the Principal and IQAC.

The following strategies are adopted to ensure effective deployment ofstrategies, policies and plans, and optimum use of available resources, both human and physical:

- Regular IQAC, committee and departmental meetings.
- Feedback from students and parents. Parent-teacher meetings at the end of each semester. Open House with students.
- Regular interaction of the Principal with faculty members of the departments, and office staff.
- Periodic reviews and assessment of results, records and reports.
- Infrastructural maintenance and addition.
- Adequate emphasis on curriculum enrichment through review/ addition of co curricular and extra curricular courses, including career oriented courses.
- Addressing students grievances and suggestions. Direct whatsapp communication between students and faculty, including the Principal, continues to be an effective means of communication with students, who are the majorbeneficiaries of the system.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://onlinerksmvv.in/pcs/
Upload any additional information	View File

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

As illustrated by the organogram, the institution follows a democratic and participative management policy in academic and administrative matters. The strategic planning of is done by the IQAC, presided by the Principal. If and when necessary, decisions are ratified by the Managing Committee. The IQAC supervises the overall implementation of policies, implementation is done with the help of faculty and staff, grouped into small units.

The units include the academic departments under their respective Heads, the committees under their Conveners responsible for various aspects of academic administration, including co-curricular and extracurricular activities.

The Librarian, with the Library Committee manages the intellectual resources, digital and physical.

Non-teaching Office Staff act as extension of the Principal's Office and manage student affairs and accounts.

Academic assistants help in laboratory management and ancillary work.

The Hostel Superintendents (Monastic members) act as the coordinating authority for all affairs relating to residents of the UGHostel.

The College maintains campus discipline through special cells e.g Grievance Redressal Cell, Anti Ragging Cell, Internal Complaint Committee and the RTI Cell to direct academic dispute of a legal nature.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/library/
Link to Organogram of the Institution webpage	https://rksmvv.ac.in/wp-content/uploads/2023/07/ORGANOGRAM-OF-RKSMVV.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

All employees avail of the General Provident Fund, as well as an easy loan facility from the GPF.

The teaching staff enjoy the benefit of the West Bengal Health Scheme.

Eligible non teaching staff receive festival bonus as per governmentorders.

Medical Leave of 20 days per year with full pay is available to all employees.

Maternity Leave and Child Care Leave subject to eligibility, and at Principal's discretion.

Special Quarantine Leave was made available in case either the employee or his/her family members were affected by COVID 19.

File Description	Documents
Paste link for additional information	https://wbhealthscheme.gov.in/
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An annaulSelf Appraisal form is filled by both teaching and non teaching staff, and ratified by the Principal.

The Principal regularly meets the office staff, librarian and

faculty members, which ensures a continuous appraisal of performance.

Attendance register for all employees with detailed records of hours spent, classes alotted and taken, other administrative and departmental duties performed, invigilations, and leaves taken. Leave applications submitted to Principal's office for month-end verification.

Leave Committee periodically verifies all leave applications to ensure that no anomaly occurs regarding the number of leaves admissible and taken.

Service Book Committee oversees regular updation of physical Service Book.

IQAC verifies all data and annexed documents in the CAS papers to ensure fairness in career advancement.

Teachers have kept records of the online classes on an Excel format provided by the college in lieu of the physical class registers.

Student feedbacks are taken on curricullum as well as individual teachers' performance.Principal goes through StudentFeedback reports and ensures redressal when required.

The Principal keepsin regular touch with all students through WhatsApp groups.

End sem departmental meeting on lesson plan and syllabus coverage, help assess both student and faculty performance.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/iqac/#parentVerticalTab7
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal financial audit is conducted every year by Auditor appointed by the college.

External financial audit is conducted annually by Auditor appointed by the Government of West Bengal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

8.3

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The Institution is mainly dependent on student fees and governmental grants. A budget is prepared at the beginning of the financial year, and applications are made to the various schemes of the state and central government.

Information on central and state government scholarships, and other financial aids are regularly displayed on the college website. Students are also informed through whatsapp groups.

Institutional and private scholarships, financial assistance shemes,freeships, etc. are notified through college notice board, and the Students' Section of theoffice.

Institutional and individual donors are also approached for

funds.

The RKSMVV Alumni Association is a regular source of fund mobilization.

Registration fees are charged during seminars and ancillary expenses are met from there.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/prizes-grants-and-scholarships/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The 2021-22 session was a blended one, offline classes briefly resumed on November '21, then again after a brief online period till early February 2022.Post lockdown, the IQAC adopted certain strategies aimed at resumption of regular academic and cocurricular work.

1. Introduction of Career-Oriented Professional courses for current and past students, in collaboration with reputed institutes like Sister Nivedita University, WBSU

2. Ensured continuation of regular online classes and examinations during the lockdown period, and made necessary rearrangement after offline classes resumed.

3. Organized academic and cocurricular activities like seminars, workshops, competitions, extension lectures, invited lectures and special talks, webinars, outreach activities and exhibitions during and after the lockdown.

4. Continued to support students by coordinating with the Student Welfare Committee in organizing counseling sessions and funds.

5. Followed strict Covid Protocols in the campus, organized a Covid 19 Vaccination Camp in collaboration with WB Higher Education Dept in the college, and a Medical cum Relief Camp for women and children at Baradpur, a village near the Sunderbans,

highly affected by Amphan and the continuing lockdown.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/naac_files/2021-2022/IQAC%20Annual%20Report%2021_22.pdf
Upload any additional information	View File

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

Continuation of academic and administrative activities and ensuring the desired standard was the greatest challenge before the IQAC during the severe disruption created by the pandemic and ensuing lockdown.The IQAC reviewed the situation after the lockdown and identified the areas that needed strategic planning.

Initial unpreparedness and lack of adequate infrastructure, namely device and connectivity, hindered regular online classes. IQAC took the initiative to familiarize teachers with the Zoom and G suite tools through workshops, which clearly motivated them and resulted in regilarization on the new teachig-learning system.

Departments were provided with attendance sheets and with the freedom of choosing convenient class hours beyond the college time table.

Teachers were also encouraged to make teaching-learning more interactive and ict based, like using PPTs and AVclips in placeof boardwork. Online student projects and presentations were assigned to ensure student engagement.

The departments redesigned the lesson plans acoording to the revised syllabus provided by the university, and cleared the backlogs. Tutorials and mentoring were stressed keeping in mind the students' mental states.

The Principal, with the help of the IQAC supervised the entire redesigning of teaching methods. The results were visible in the

results.

File Description	Documents
Paste link for additional information	https://rksmvv.ac.in/naac_files/Lesson_Plan.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://rksmvv.ac.in/naac_files/2021-2022/IQAC%20Annual%20Report%2021_22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college strives hard to instil a sense of equality, self respect and self reliance in the young women who enter the college at an impressionable age. To focus on gender parity, the college organizes several events like talks, workshops, film-shows, seminars, awareness programmes to expose and sensitize the students towards gender-centric issues, including that of

transgenders and the LGBTQ community.

Even when normal activities were impossible, the Gender Resource Centre and ICC of this college managed to organize online events, competitions, interactive sessions which focussed on rights, safety and security and mental health ofthe young girls, many of whose physical safety was threatened due to the lockdown. Seminars like - "Sexual Harassment atWorkplace andEducational institutions :Right to Mental Health", Cyber Security, Women's Day, and aCertificate Course by the English Department- "Decoding Gender - Interdisciplinary Perspectives"were aimed at creating gender awareness and sensitization. Counseling sessions for students to fight domestic abuse and depressionby SWC and ICCare among regular measures towards gender sensitization.

The mentors, too,played an important role in addressing sensitive issues faced by the mentees during the lockdown.

File Description	Documents
Annual gender sensitization action plan	https://rksmvv.ac.in/gender-resource-centre/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rksmvv.ac.in/naac_files/2021-2022/7.1.1%2021_22.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management: Govt. appointed and college employed sweepers clean and sweep the premises regularly. The campus is practically a "plastic-free' zone. Placards discouraging plastic use are displayed prominently. Colour-coded bins are used to separate biodegradable and nonbiodegradable waste. Compost pits are used for organic wastes; hazardous metallic and glass wastes are kept separately and handed over to the local kabariwalas.

Liquid waste management: Regular sewage management system.

E-waste Management: Annual contract with Maple Technologies for regular maintenance of all computers. Computers are upgraded regularly, utdated computers occasionally exchanged for updated ones. E-wastes are preserved separately to avoid environmental hazards.

Waste recycling: Organic and biodegradable waste is used forcomposting. Paper waste is handed over to local kabariwalas for recyclng. Glass, metals are also handed over to them. Efforts are taken to make the campus totally a plastic free zone. Students and staff work actively towards a green campus. Anyone carrying a plastic bag is asked to carry it back with them.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://rksmvv.ac.in/naac_files/2021-2022/7.1.3%20-%20Geotagged%20photographs%20(1).pdf
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:
 	
  1. Restricted entry of automobiles
  2. Use of Bicycles/ Battery powered vehicles
  3. Pedestrian Friendly pathways
  4. Ban on use of Plastic
  5. landscaping with trees and plants
	A. Any 4 or All of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	A. Any 4 or all of the above

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

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

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

Founded on the ideals of Swami Vivekananda, the college actively promotes an inclusive environment based on tolerance and respect towards cultural, linguistic and communal diversity. The peaceful apolitical environment has always attracted students from remotest corners of the state, as well as from the city and its suburbs. Students here belong to diverse regional and socio-economic status, ranging from the lowest income group to the upper middle class, from the first generation learner to the English speaking student from convent schools. But the inclusive practices, particularly the college uniform, the morning assembly and weekly value education classes, the various social outreach programmes, create a sense of belonging in each student, irrespective of class, caste or religion. This is even more discernable among the hostel boarders, who are trained to be responsible, honest and self reliant amidst strict discipline. Perhaps the best example of inclusiveness is students of all religious communities performing shrine work.

Students volunteer in charitable and social work with the

monastic members, as well as in blood donation and medical camps, arrange the yearly Donation Drive for the local slum dwellers, help run the charitable dispensary within the college premises. There is an active NSS wing as well.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College Prospectus clearly states the codes of conduct applicable to students and staff alike. Discipline lies at the core of these rules.

Weekly Value Education classes are mandatory for all students. These are designed to inculcate a sense of values and morals that are intrinsic to holistic growth. The college does not focus merely on the students' academic performances and successful careers, but also on their maturing into young citizens responsible towards society and their environment.

Observance of days of national significance, like Youth Day, Republic Day, Independence Day, Women's Day, International Mother Tongue Day, Constitution Day, etc. also helps inculcate a sense of duty and responsibility towards the nation. Many of these ocassions were observed virtually under the circumstances.

Banmahotsav is an annual programme designed to inculcate environmental ethics by celebrating nature. Students celebrate through chants, music, poetry and dance, saplings are planted, but, at the same time, environmental concerns are shared through presentations, discussions and debates.

Environment Day and World Yoga Day were observed with much enthusiasm, led by NSS volunteers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

The following events/days are observed with respect each year to make the students and staff aware of their nation's historical past and rich cultural heritage.. Under the lockdown situation too, most were observed virtually:

Independence Day and Republic Day are observed flag hoisting, march past and drills, and short cultural programmes. An invited speaker, usually an eminent academician or author, speaks on the relevance of these days. This year students and teachers made virtual programmes, which were shared on the college's youtube

page.

Youth Day is celebrated annually on 12th January, with colourful processions and tableaux.This year Teachers' Day, Rabindra Jayanti, and birth anniversaries of great Indian personalities such as, Mahatma Gandhi, Sister Nivedita, Netaji Subhash Chandra Bose, Pandit Iswar Chandra Vidyasagarhave been observed virtually. Celebration of International Mother Language Day on 21st February, International Women's Day on 8th March and World Yoga Day on 21st June were also held online. A webinar "Yoga:In Theory and Practice" was held with financial support from Indian Council for Philosophical Research.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I:Career Development of Students through Development of Employability Skills and Placement Opportunities

Aimed at honing employability skills in students foreconomic andsocial empowerment.

The college acknowledged the need for career oriented skill based training and placement opportunities for the students.Placement Cell active in coordinating placement related activities, ensuringsmooth placement process andearly exposure to employment avenues and recognition oforientations and aptitudesfor the students.

Tie ups with TCS, Magic Bus India Foundation, Ujjivan Bank,Development ConnectsFolk India among others.

24 placements solely through Placement Cell.(https://rksmvv.ac.in/placement/)

Best PracticeI II:Continuous and All-round Student Support

Aimed at ensuringuninterrupted academic activities in spite of adversities - familial, social, financial, psychological.

Financial assistance, scholarships, subsidized hostel accommodation.Career-oriented, add-oncoursesoffered at a subsidized rate to underprivileged students. Mentoring, professional counseling, SWC funds for over100 students forsmart phones, data packs and recharge. Feereduction and monetary helpby the college. Supply of online study material,extra classes, parents' counseling, online testsduringlockdown, extra care to helpstudents cope with the post-pandemic system.

Coursesintroduced.https://onlinerksmvv.in/pcs/,https://onlinerksmvv.in/acs/,http://onlinerksmvv.in/scc/,http://onlinerksmvv.in/iks/

Overall improvent, confidence development, employability skills enhancement noticed in students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The priority and thrust of RKSMVV includes holistic growth of its students coming from diverse socio-economic backgrounds.The College which had a humble beginninng in 1961 with a handful of students and teachers and monastics, has now emerged as a leading women's college in the state.

The unique feature of this college is its disciplined academic atmosphere, free from political activity and intervention, rampant in most educational institutions today. In the sprawling green campus the students breathe freely, literally and metaphorically. Adequate infrastructural facilities including digital aids, a well stocked and automated central library and departmental libraries, computer facilities with soft skill training for all, help in an all round growth of students. Students enjoy freedom in choosing from a host of co-curricular

and extra curicullar activities while pursuing their degrees. Seminars, workshops, competitions, debates and year round cultural programmes and outreach activities give them adequate exposure and inspire them to nurture their talents and interests. Weekly Value Education classes inculcate a sense of values and ethics. Sports facilities and yoga classes help develop a healthy body. The college thus succeeds in developing the young impressionable minds into balanced humans, with the perfect combination of education, skills, responsibilty and ambition.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Make optimum use of ICT facilities to maintain quality in regular academic, co-curricular and extra-curricularativities - both online and offline - among students and staff.

2.Complete Academic & Administrative Audit; get quality certification from recognized institutes like ISO.

3. Complete Energy and Green Audit, while continuing to take necessary measures to promoteenergy saving, reduce wastage of resources, optimum use of available natural resources and adequate e waste disposal mechanism.

4.Focus on developing employability skills among students by offering career-oriented courses and entrance examination coaching facilities.

5.Career and placement counseling and campusing for fresh pass outs aswell as ex-students.

6. Plan and prepare for NAAC SSR submission.

7. Forward CAS applications.