



# ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC : 2016-17



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



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## Part – A

### I. Details of the Institution

1.1 Name of the Institution

RAJA RAMMOHUN ROY MAHAVIDYALAYA

1.2 Address Line 1

RADHANAGAR, P.O.-NANGULPARA

Address Line 2

HOOGLY

City/Town

KHANAKUL

State

WEST BENGAL

Pin Code

712406

Institution e-mail address

principal.rrrm@gmail.com

Contact Nos.

03211-266221/ 09564779686

Name of the Head of the Institution:

DR DEBNARAYAN SAHA

Tel. No. with STD Code:

03211-266221/ 09564779686

Mobile:

09830631916

Name of the IQAC Co-ordinator:

DR PARTHA SARATHI MUKHERJEE

Mobile:

09434666954



IQAC e-mail address:

rrrm.iqac@gmail.com

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

1.4 **NAAC EXECUTIVE COUNCIL NUMBER AND DATE:**

1.5 Website address:

www.rrrmahavidyalaya.edu.in

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	(acc. To old system to Accreditation)	2007	2007-2012
2	2 <sup>nd</sup> Cycle	B	2.35	2016	2016-2021
3	3 <sup>rd</sup> Cycle	NA	NA	NA	NA
4	4 <sup>th</sup> Cycle	NA	NA	NA	NA

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

25.05.2007

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

2016-2017



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

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

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme



Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

BURDWAN UNIVERSITY

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

YES



## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7+1=8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="05"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="00"/>
2.5 No. of Alumni	<input type="text" value="00"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="24"/>	Faculty	<input type="text" value="17"/>
	Non-Teaching Staff	<input type="text" value="01"/>	Students	
	Alumni	<input type="text"/>	Others	<input type="text" value="06"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes



## 2.14 Significant Activities and contributions made by IQAC

- ❖ IQAC repeatedly asserted all stakeholders that NAAC reaccreditation is essential for the total improvement of the college.
- ❖ IQAC initiated the formation of Womens' cell ""Sathi"".

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"><li>1. To increase of enrolment further in 2016-2017</li><li>2. To build a medicinal plants garden and beautification of the college.</li><li>3. To avail any newly grant from UGC and utilize the grant.</li><li>4. To submit utilization certificate in respect for Grant received from UGC for indoor sports training facility to avail future installments of the grant.</li><li>5. To help the students to get more scholarships from different private and government agencies</li><li>6. Encouraging teachers to undertake more research projects and publish more research papers</li><li>7. Encouraging the participation of the college in community development works more actively</li><li>8. Encouraging education related to human values in the college.</li></ol>	<ol style="list-style-type: none"><li>1. Number of students in the institution in 2016-17 increased by about 3% over the previous year.</li><li>2. The process is under progress.</li><li>3. Grants on different heads were applied for the UGC but due to non-availability of allocations work couldn't be started yet.</li><li>4. The process is under progress</li><li>5. Students were provided assistance to get more scholarships from different state and private agencies.</li><li>6. Some of the teachers have published research papers in their respective fields.</li><li>7. Community development programmes has been taken up by the NSS departments of the college.</li><li>8. College participated in community development works through the activities of NSS volunteers and NCC cadets including arrangement of a camp on AIDS awareness.</li></ol>





**ANNEXURE I: ACADEMIC CALENDER (2016-17)**

2.16 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body 

Governing Body
-------------------

Provide the details of the action taken



## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

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

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

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

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

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

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



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

NO

The college is affiliated to the University of Burdwan. There was no revision of course/syllabi of the University in any of the subjects taught in the college. Accordingly, no change of syllabi was implemented in this college.

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	Asst. Professors	Associate Professors	Professors	GLI	Librarian
	24	4	-	1	1

2.2 No. of permanent faculty with Ph.D.

12

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

Asst. Professors		Associate Professors*		Professors		Others#		Total	
R	V	R	V	R	V	R	V	R	V
9	7	0	0	0	0	1	0	10	7

\* Promoted to personal post

# Librarian

2.4 No. of Guest and Visiting faculty and Temporary faculty

TOTAL	Guest Teacher	Part-Time Teacher*	Contractual Teacher*
54	29	23	02



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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	01	04	
Resource Persons	-	-	-

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

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

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

170

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

NIL

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

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

2.10 Average percentage of attendance of students:

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

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %



B.Com. (Hons.)	18	00	5	56	00	61.11
B.Com. (Gen.)	08	00	00	60	00	60
B.Sc. (Hons.)	65	00	16	48	00	64
B.Sc.(Gen.)	40	00	00	40	00	40
B.A. (Hons.)	290	00	7	52	00	59
B.A. (Gen.)	390	00	00	26	00	26

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

IQAC discussed various issues of Teaching & Learning and recommended as appropriate.

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

#### 2.13 Initiatives undertaken towards faculty development

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

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	04	00	00
Technical Staff	04	05	00	00

### Criterion – III



### 3. Research, Consultancy and Extension

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

- IQAC insisted that all major and minor research projects be passed through research committee after appropriate scrutiny of research proposal.
- IQAC organised two in house workshops for its stakeholders
  - 1.On Human Resource Management System (HRMS on 12.05.17)and
  - 2.On Choice Based Credit System (CBCS on 25.05.17)

#### 3.2Details regarding major projects

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

#### 3.3Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Rina De	02	02	--
Outlay in Rs. Lakhs		4.50	6.46	

#### 3.4Details on research publications

Prasanta Mallick, Sirshendu Bhattacharyya, Surajit Gupta

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

#### 3.5 Details on Impact factor of publications: 1.461- 2.56

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	-		
Minor Projects	2015-17	UGC	6.16 Lakhs	4.50 Lakhs
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			
Projects sponsored by the University/ College	NIL			
Students research projects <i>(other than compulsory by the University)</i>	NIL			
OTHERS	NIL			
Total				



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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE

Any Other (specify)

NIL

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		UGC			

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

3.13 No. of collaborations: NIL International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total



3.16 No. of patents received this year:- NIL

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

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

Total	International	National	State	University	Dist	College

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

NIL

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

NIL

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: NIL

University level  State level

National level  International level

3.22 No. of students participated in NCC events: NIL

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

NIL

University level  State level

National level  International level





3.24 No. of Awards won in NCC: NIL

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- ❖ Two teachers performed as speakers in the Theme Based Awareness and Education Programme organised by Nehru Yuva Kendra, Govt. of India in association with Krishnanagar Young Club on 20/12/2016. Awareness on Health, Women Empowerment, Environment were discussed. Local people and students of some schools were attended in that programme.
- ❖ NSS organised various awareness programme as seminar on “Cancer”, Health check up camp, detection of blood group and Rh factor and also arranged rally for awareness about HIV & AIDS and its prevention.
- ❖ NSS also organised in various programmes relating to environment such as Tree Plantation programme, campaigning against use of plastic & polythene packets and also campaigning against misuse of water by the slogan “Jol Dhor; Jol Bhor”
- ❖ “Sathi” the women cell organised an awareness programme for child and women helth in Kotra Village. Sathi also celebrated International Womens’ Day on 08.03.2017
- ❖ Bengali Department organised “Bhasa Divas” on 21.02.2017.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

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

#### 4.2 Computerization of administration and library

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

#### 4.3 Library services:

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books	28,601	21,15,808/-	-	-	-	21,15,808/-
Reference Books	3,293	2,95,275/-	-	-	-	2,95,275/-
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	57	03	15		01			
Added	02	00	00		00			
Total	59	03	15		01			

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

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

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

i) ICT	0.23248
ii) Campus Infrastructure and facilities	1.04206
iii) Equipments	00
iv) Others	6.12016
<b>Total :</b>	<b>7.39470</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

NIL

#### 5.2 Efforts made by the institution for tracking the progression

Some of the science department record the progression of students. Yet No formal mechanism for tracking the progression of the students evolved. However, tracking of students by telephone, e-mail and social networking is under consideration.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3241	00	00	00

#### (b) No. of students outside the state

NIL

#### (c) No. of international students

NIL

Men	No	%	Women	No	%
	1448	45		1793	55

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1848	536	10	375	08	2769	2124	608	09	500	--	3241

Demand ratio:

Dropout % : 24.2%

Course	No. Of Applicant : Seat
B.A.(H)	7.8 : 1
B.A.(G)	2.5 : 1
B.Sc.(H)	6.9 : 1
B.Sc.(G)	1.2 : 1
B.Com.(H)	1.1 : 1
B.Com.(G)	1 : 1



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

NIL

No. of students beneficiaries

NIL

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

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

5.6 Details of student counselling and career guidance

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

No. of students benefitted

NIL

5.7 Details of campus placement :- NIL

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

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level

National level

International level



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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount (IN LAKHS)
Financial support from institution	410	1.0200
Financial support from government	740	81
Financial support from other sources	73	2.12
Number of students who received International/ National recognitions	00	00

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

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

- Public entry within campus restricted.
- Action taken for immediacy in the issuance of student Identity card

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

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



## 6.2 Does the Institution has a management Information System

- To inform students, teachers and others management normally uses notification in (i) Notice board and College Website (ii) Advertisement in news paper. (iii) emails, sms etc..
- Collection of information and feedback from students is done through students' Union verbally, in written letters and deputations. For various information like activities of alumni, activities with other colleges etc we use internet sources.
- A Grievance / Complain box has been placed in front of the Principal's room.

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

### 6.3.1 Curriculum Development

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

### 6.3.2 Teaching and Learning

- Apart from traditional chalk and talk method, technology based teaching like using projectors, CD's, smart-board by some departments are arranged.
- Internet facilities are also provided to students for advance learning in some cases.
- Some depts. both Arts and Science arranged educational tours for the encouragement of students in learning.
- Advance learners are supplied with books from Dept. Library regarding their queries.

### 6.3.3 Examination and Evaluation

- Annual Test Examinations are performed of all programmes before final examination. The answer scripts of these examinations are shown to the students prior to declaration of result.
- Regular class tests both in written as well as in oral form are being conducted by some departments for the proper evaluation of the students performance.



#### 6.3.4 Research and Development

- 1.The institution support teachers for submission for pursuing research work.
- 2.The college has a planning board and research advisory-committee to support research work.
- 3.In 'Teachers Colloquium', is continued to improve research culture in the institution.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Each science dept. and also some Arts dept. have its own library for the benefit of students.
- All books have been catalogued and limited physical access was provided to students.

#### 6.3.6 Human Resource Management

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

#### 6.3.7 Faculty and Staff recruitment

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

#### 6.3.8 Industry Interaction / Collaboration

NIL





### 6.3.9 Admission of Students

- Admission process is totally online basis.
- Merit list is prepared for Honours and General students.
- After counselling, students are admitted in different Hons. subjects and general courses.
- Prospectus is supplied to students at the time of admission to aware them about fees structure, students support etc.

### 6.4 Welfare schemes for

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

### 6.5 Total corpus fund generated

NIL

### 6.6 Whether annual financial audit has been done

Yes  No

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

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

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

For UG Programmes Yes  No



For PG Programmes

Yes

No

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

NIL

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

N.A.

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

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

1. Plantation by NSS and NCC students.
2. Different ENVS projects are taken by different dept., to aware students about pollution from various sources.
3. NSS of the college has taken initiatives to make the campus polythene free and smoke free.
4. Formation of e-Waste management room in the institution.



## Criterion – VII

### 7. Innovations and Best Practices

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

1. Teachers' Colloquium.
2. Integrated Financial Management.

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

- Increase of enrolment of students 6%
- More facilitation to students regarding scholarship and stipends
- Increase of no. of teachers involved in research and other extension activities.
- More intensive participation of students in community development works through NSS and NCC



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

### Best practice-1

**Title:** Teachers Colloquium.

**Goal:** The Goal for the practice mentioned above are as follows:

- A. Increase the thinking on research and habit of being analytical.
- B. Utilisation of knowledge of recent advance in research.
- C. To aware advance learners to know about research process.

**Context:** The College being located in a remote rural hamlet, so its not always possible to impart the research activities in its present form within the college. Although the presence of internet as a tool of absorbing knowledge in its recent state of various ideas, still its not always possible to perform research in the college for lack of infrastructure facilities. In this back drop the IQAC mooted the idea of motivating teachers towards research work, which would be possible to perform within this limitations as well as to make both Junior and Senior teachers aware what is happening here, there & every where. In this context this teacher colloquium activity started with exchange of ideas..

**Practice:** Initially it began with lecture of interested teachers on popular topic of science, arts and commerce streams to make others aware. It was arranged in smart classes to make more attractive of the whole processes. Generally 1-2 lectures were arranged after every three months. Initially the teachers were not interested in the progress. But as the time passed almost all of them participated in the progress. The process subsequently motivated the unwilling persons also to take part in exchange of ideas.

**Evidence of success:** The practice has become a very interesting idea for unwilling teachers as well as the advance learner students. They became the part of the process. The Part-time as well as the guest teachers also showed interest in absorbing knowledge from the colloquium. Although many of them are in any way attached to research. Still, the whole scenario make the idea successively a more or less useful one for exchanging ideas.

**Problems:** The main problem was to arrange this within the tight schedule of regular classes and for various other workloads or assignments related to teachers. The class routine had to be adjusted to attract the students and others.

Still the process is proceeding with a slow and steady mode.



## Best practice-2

**Title:** Integrated Financial Management.

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

- A. To Streamline the financial process in more convenient way.
- B. To aware the stakeholders of the college with the system.
- C. To form an useful errorless, userfriendly financial system.

**Context:** The financial management process in almost all private as well as in public sector offices are totally internet dependant. The Govt in this context also initiated the integrated Financial Management System (IFMS) in all types of institutions. The main idea was to form an user friendly paperless, errorless, fast process to create a convenient financial system. The cumbersome process used earlier for financial system was also very time consuming as well as not very user friendly. To perform any financial work, one had to pursue the process for long time in various places of the stipulated office, but with its introduction in streamline form it became vary user friendly.

**Practice:** The system started with the module named as Human Resource Management System (HRMS) for the teaching and non-teaching staff of the college. It started with the works of salary of staffs, their service related papers, service books, various types of payments through e-billing. The process initially was little bit time consuming for staffs, but with true they found it was very convenient. As a result they showed very positive approach to it. The process initially started as practice, then some months later on, it came to existence.

**Evidence of success:** The process when started full-fledgedly, showed positive results. It's very user friendly for one and almost for all. Its very fast and less time consuming. It is paperless and economic. The total procedure created a data base for the staffs. As a result any information needed for any staff can be available with a single click. The process of various service related works became more easy and less time consuming. The streamlining of time and space attracted almost all to the system.

**Problems:** Although it was found as very user friendly, their exist some problem in the system. It needed proper coordination, otherwise there would be error in the process. It needed some addition and deletion of informations which would make it more user friendly.

As a whole as its operation process is not running very long time, hope with time it would be much more powerful system then now as it exists.



#### 7.4 Contribution to environmental awareness / protection

- ENVIS project:- Different environmental related projects are taken by part-III students to increase environment awareness.
- Plantation by NSS and NCC volunteers.
- NSS students take active part to make campus plastic free.

7.5 Whether environmental audit was conducted?    Yes        No   

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

##### **Strength**

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

##### **Weakness**

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

##### **Opportunity**

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

##### **Challenge**

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



## 8. Plans of institution for next year

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

1. Completion of the extension work of Administrative building.
2. Installation of more CCTV cameras.
3. Full digitalization of the library.
4. Modalities for openings SBI Branch office within the college premises will be completed.
5. Renovation and repairing of old building will be completed.
6. Help students get more scholarships from different private and government agencies.
7. To install Solar Connection system for providing alternative energy to the entire institution.

NAME: DR PARTHA SARATHI MUKHERJEE

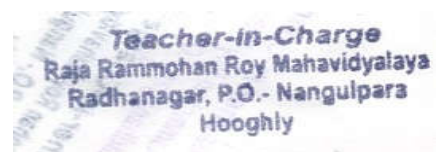
NAME: DR DEBNARAYAN SAHA

TEACHER-IN-CHARGE,

Raja Rammohun Roy Mahavidyalaya

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC





## Raja Rammohun Roy Mahavidyalaya

### Academic Calendar 2016-17

Month	Period	No. of Teach. Day	No. of Exam. Day	No. of Holiday/N. T.D/Recess (including Sunday)	Dates of Holiday/N.T.D/Recess	Description
JULY'16	01/07 to 07/07	04	00	03	03/07	Sunday
					06/07 to 07/07	Eid-ul-Fitre and Rathyatra
	08/07 to 14/07	00	06	01	10/07	Sunday
	15/07 to 21/07	04	02	01	17/07	Sunday
	22/07 to 31/07	04	04	02	24/07	Sunday
					31/07	Sunday
AUGUST'16	01/08 to 07/08	06	00	01	07/08	Sunday
	08/08 to 14/08	05	00	02	13/08	Jhulanyatra
					14/08	Sunday
	15/08 to 21/08	05	00	02	15/08	Independence Day
					21/08	Sunday
	22/08 to 31/08	08	00	02	25/08	Janmashtami
				28/08	Sunday	
SEPTEMBER'16	01/09 to 07/09	06	00	01	04/09	Sunday
	08/09 to 14/09	04	00	03	11/09	Sunday
					12/09 to 13/09	Eid-uz-zoha
	15/09 to 21/09	06	00	01	18/09	Sunday
	22/09 to 30/09	07	00	02	25/09	Sunday
				30/09	Mahalaya	
O C T O B	01/10 to 07/10	04	00	03	02/10	Sunday





					06/10 to 07/10	Puja Vacation
	08/10 to 14/10	00	00	07	08/10 to 14/10	Puja Vacation
	15/10 to 21/10	00	00	07	15/10 to 21/10	Puja Vacation
	22/10 to 31/10	00	00	07	22/10 to 31/10	Puja Vacation
<b>NOVEMBER '16</b>	01/11 to 07/11	02	00	05	01/11 to 03/11	Puja Vacation
					06/11	Sunday
					07/11	Chhat Puja
	08/11 to 14/11	03	00	04	09/11 to 10/11	Jagaddhatri Puja
					13/11	Sunday
					14/11	Gurunanak's Birthday
	15/11 to 21/11	06	00	01	20/11	Sunday
	22/11 to 30/11	06	00	03	22/11	Nabin Baran (NTD)
					27/11	Sunday
					30/11	Akheri Chahar Sumba
<b>DECEMBER '16</b>	01/12 to 07/12	06	00	01	04/12	Sunday
	08/12 to 14/12	05	00	02	11/12	Sunday
					12/12	Fateha Duaz Daham
	15/12 to 21/12	06	00	01	18/12	Sunday
	22/12 to 31/12	03	00	07	25/12	Sunday
					26/12	Christmas Holiday
					27/12	Santimohan Roy's Birthday
					28/12 to 31/12	Winter Recess
<b>JANUARY '17</b>	01/01 to 07/01	04	00	03	01/01	New Years Day
					06/01 to 07/01	Rammohan Mela
	08/01 to 14/01	01	00	06	08/01	Sunday
					09/01 to 12/01	Rammohan Mela
					14/01	Poush Sankranti
15/01 to 21/01	06	00	01	15/01	Sunday	



	22/01 to 31/01	06	00	04	22/01	Sunday
					23/01	Netaji Birthday
					26/01	Republic Day
					29/01	Sunday
<b>FEBRUARY '17</b>	01/02 to 07/02	04	00	03	01/02 to 02/02	Saraswati Puja
					05/02	Sunday
	08/02 to 14/02	06	00	01	12/02	Sunday
	15/02 to 21/02	06	00	01	19/02	Sunday
	22/02 to 28/02	05	00	02	24/02	Shivratri
					26/02	Sunday
<b>MARCH '17</b>	01/03 to 07/03	06	00	01	05/03	Sunday
	08/03 to 14/03	05	00	02	12/03	Sunday
					13/03	Holi
	15/03 to 21/03	06	00	01	19/03	Sunday
22/03 to 31/03	02	07	01	26/03	Sunday	
<b>APRIL '17</b>	01/04 to 07/04	02	04	01	02/04	Sunday
	08/04 to 14/04	00	05	02	09/04	Sunday
					14/04	Good Friday
	15/04 to 21/04	05	00	02	15/04	Bengali New Years Day
					16/04	Sunday
	22/04 to 30/04	06	00	03	23/04	Sunday
					25/04	Sab-e-Miraj
30/04					Sunday	
<b>MAY '17</b>	01/05 to 07/05	00	05	02	01/05	May Day
					07/05	Sunday
	08/05 to 14/05	00	02	04	09/05	Rabindra Jayanti
					10/05	Buddha Purnima
					12/05	Sab-e-Barat



					14/05	Sunday
	15/05 to 21/05	00	01	06	15/05 to 17/05	Summer Recess
					19/05 to 20/05	Summer Recess
					21/05	Sunday
	22/05 to 31/05	00	02	08	22/05	Summer Recess
					25/05 to 27/05	Summer Recess
					28/05	Sunday
					29/05 to 31/05	Summer Recess
<b>JUNE'17</b>	01/06 to 07/06	00	00	07	01/06 to 03/06	Summer Recess
					04/06	Sunday
					05/06 to 07/06	Summer Recess
	08/06 to 14/06	00	03	04	08/06 to 10/06	Summer Recess
					11/06	Sunday
	15/06 to 21/06	00	01	06	16/06 to 17/06	Summer Recess
					18/06	Sunday
					19/06 to 21/06	Summer Recess
	22/06 to 30/06	00	06	03	25/06	Sunday
					26/06 to 27/06	Summer Recess