



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	Rabindrasadan Girls' College, Karimganj
Name of the head of the Institution	Dr. Nibedita Nath
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03843260744
Mobile no.	9207126221
Registered Email	rabindrasadancollege@gmail.com

Alternate Email	ashok.dashok.das93@gmail.com
Address	Main Road
City/Town	Karimganj
State/UT	Assam
Pincode	788710
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Dipankar Das Choudhury
Phone no/Alternate Phone no.	03843260744
Mobile no.	9435175553
Registered Email	iqacrsgcollege2022@gmail.com
Alternate Email	dipankarmaths@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)

<http://www.rabindrasadangirlscollege.in/igac-files/igar/AQAR%202017-18.pdf>

4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website: Weblink :

http://www.rabindrasadangirlscollege.in/academic_calender/academic%20calendar%202018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71.60	2004	16-Sep-2004	15-Sep-2009
2	B	2.22	2011	08-Jan-2011	07-Jan-2016

6. Date of Establishment of IQAC

14-Oct-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
One day orientation programme for newly admitted students about code of conducts and facilities available in the college	01-Aug-2018 1	300
One day Awareness programme for participation of students in Environmental awareness	22-Nov-2018 1	75
One day orientation programme for use of library facilities	19-Dec-2018 1	275
One day workshop on evaluation of answer scripts	08-Nov-2018 1	25
One day workshop for participation of NCC and NSS students in extension of activities	16-Jan-2019 1	90
Awareness programme on reparation of Academic calendar and class routine	20-Jun-2018 1	12

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RABINDRASADAN GIRLS' COLLEGE	SALARY	STATE GOVERNMENT	2018 365	58574810
RABINDRASADAN GIRLS' COLLEGE	FEE WAIVER SCHEME	STATE GOVERNMENT	2018 365	1653830

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its	No

activities during
the year?

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

Preparation of Academic calendar and Class routine for the session 20182019

Encouraging faculties for the participation of quality enhancement seminars/workshops

Students awareness programme regarding participation in various cocurricular and extracurricular activities

Collection and analysis of Feedback from various stakeholders

One day orientation programme for newly admitted students

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

Plan of Action	Achivements/Outcomes
Preparation of Academic calendar and Class routine for the session 20182019	Prepared Academic calendar and Class Routine for the session
Encouraging faculties for the participation of quality outstation seminars/workshops	Achieved successfully
Collection and analysis of Feedback from various stakeholders	Achieved successfully
One day phasewise Students awareness programme regarding participation in various cocurricular and extracurricular activities	One day Students Awareness programme conducted phasewise
One day workshop for participation of NCC and NSS students in extension of activities	workshop organized

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"><thead><tr><th>Name of Statutory Body</th><th>Meeting Date</th></tr></thead><tbody><tr><td>IQAC, Rabindrasadan Girls' College, Karimganj</td><td>01-Jul-2019</td></tr></tbody></table>		Name of Statutory Body	Meeting Date	IQAC, Rabindrasadan Girls' College, Karimganj	01-Jul-2019
Name of Statutory Body	Meeting Date				
IQAC, Rabindrasadan Girls' College, Karimganj	01-Jul-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	11-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

MANAGEMENT INFORMATION SYSTEM(MIS) Yes, the college has academic management systems to store, organize, analyse and report information. All admission procedures right from receiving applications from students, publishing of merit lists, final admissions were carried out with the help of online facility incorporated in the college portal. The college has RSGC ERP software for fee collection from the students, one fingerprint enabled Biometric device for employee attendance, FinAssam software for salary, University Management System for the management of examination and admission of degree students, PMFS. The college has added academic management portal Unique ID for the students who take free admission, students here generate an Unique ID, this unique ID is used at the time of admission into various Govt./Provincialised colleges and universities and state universities under Higher Education, Assam and it is being operational under the guidance of Directorate of Higher Education, Govt of Assam. Library uses the OPAC (Online Public Access Catalogue) system with KIOSK interactive system, which allows our students to search necessary books by using available PCs in the library. Also the barcode detection technology in corporation with the SOUL 2.0 software package constitutes the overall integrated library management system.

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

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

Through a methodically mapped out procedure, the institution guarantees efficient content delivery. The course requirements as out by Assam University (Silchar) are adopted. We provide a high-quality education by making the most of our available resources, working for the goals of our institution, and caring about our students. The university has established a systematic approach to implementing the curriculum, which is proving to be rather successful. The following are some of the ways in which the curriculum is put into practise: 1. The first step is a meeting of all the department heads, where they may compare notes and figure out how to proceed in the most efficient and productive way possible. 2. The Academic Calendar is designed to accommodate both the Assam University curriculum and the needs of individual departments in accordance with their own action plans. 3. Thirdly, the semester's planned lecture structure is outlined, providing students with a glimpse of what to expect from class each week. 4. The Routine Committee creates

the Central Time- Table so that all faculty members can teach the classes that have been assigned to them in the Teaching Plan. 5. Departments provide skill tests to see if a student has the necessary knowledge and abilities to major in a certain field. 6. Complete the department's vision and mission, which should coincide with the institution's overall vision and mission. The institution's early years were spent developing the fundamental technique for curriculum delivery of the whole syllabus of the many courses that operate today in the institution. Consequently, the institution's current method of disseminating its curricula has stood the test of time; it is deliberate and has persisted as an ingrained framework for the teaching-learning process. Committees are created at the beginning of each school year to design the Academic calendar and the Class Routine. A department's Head and faculty meet at the start of each semester or academic year to split the course's required material into manageable chunks (Paper, Unit, and Topic) to be covered over the course of the year. In order to ensure that the complete curriculum is covered within the allotted time frame, the institution's administration consults with each department to determine the number of part-time instructors they will need to hire to fill any unfilled full-time teaching positions. Each department's head works with the professors in their department to determine when each type of class (theory, lab, and tutorial) will meet over the school year, noting the times their classes are scheduled during the larger annual Class Routine. Teachers' names are included in the Class Schedule, which is then conveyed to the Head of the Institution via the relevant Academic Coordinators so that they may be formally notified, supervise courses, and be aware of the relevant pupils. Teacher introduces his or her section of the course material in the first class. Curriculum to be covered throughout the current academic term/year, including units, topics, and overall presentation structure.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
0	0	Nil	0	0	0

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA (HONS): English, Bengali, Political Science, Philosophy, Economics, History, Mathematics Sanskrit	05/05/2018
BA	BA (PASS): English, Bengali, Political Science, Philosophy, Economics, History, Education, Sanskrit	05/05/2018
BCom	BCom (PASS)	05/05/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Short term course in communication skill (English)	18/08/2018	88

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	0

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes

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

Feedback Obtained

The college has a well-designed mechanism for collecting feedback from students, teachers and alumni. Suggestion boxes have been installed for students at most frequented places such as the Central Library, Common Room and Canteen. They are encouraged to deliver their feedback directly to their respective departments. The feedback is also collected through informal discussions held with the students at different platform. The students convey their opinion about the academic and other co-curricular aspects of the college through the representatives of Students Welfare Council and departmental bodies and associations of students. The members of the Governing Body, parents, alumni, retired teachers, eminent academicians and media attending the college function also provide their valuable inputs for curricular enrichment. Popularity of social media like face book has been exploited by the college as an efficient tool for receiving feedback. The students and other stakeholders can post their suggestions on the face book account of the college. The entire feedback obtained is thoroughly analysed in the Annual Review Meeting of IQAC meetings to devise corrective and remedial steps for strengthening existing practices and undertake new initiatives for curriculum enrichment. The relevant feedback is also given to the university through Principal and other faculty members represented on syndicate/senate, Board of Studies and Academic Council of the university. Further, for the purpose, the faculty of the college remains in touch with Board of Studies of concerned departments. Fruitful discussions also take place during inspections /visits carried out by university officials / experts for commencement of new programmes/courses where faculty members have the opportunity to interact with the members of the inspection committee. Occasionally, there are flaws in question papers set by the university in the end semester examinations. Students make a written representation regarding syllabus/patron of question papers to the respective departments which is duly forwarded by the Principal to the Board of Studies for necessary action. The faculty members who are members of the various academic bodies of the other universities also provide their feedback on contemporary issues regarding course enrichments.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA I	300	385	320

BA	BA II	300	355	355
BA	BA III	300	374	374
BCom	BCom I	60	7	7
BCom	BCom II	60	0	0
BCom	BCom III	60	4	4

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1060	0	26	0	0

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
31	17	121	3	1	20

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The Institution has a very good tradition of students mentoring and support system. The institution aims at providing qualitative education to the students combining various sports and cultural activities. Since its inception, the College is committed to make continuous efforts to provide a wide range of support and guidance facilities to students coming from different sections of society. Over the years, the Institution has been successfully establishing several policies and practices to monitor various needs of the students. For the financial assistance to needy and deserving students all sort of benefits are provided by the Government to the student belonging to the

SC/ST/OBC, students with disabilities, and economically weaker students. The college also provides Fee concession and Financial Assistance to the economically weaker students out of Students Aid Fund. The college has a fully functional Career Guidance and Placement Cell established. For enhancing the skills in Computer Literacy, Spoken English, the College offers 2 short term courses in Non-formal mode. Promotion of the mass participation in co curricular activities and extracurricular activities is one of the core policies of the institution to ensure overall development of the students. A healthy Rapport between teachers and students is an age old tradition of the college. Different committees are constituted for academic development of the college. Anti-Ragging Committee, Discipline Committee, Special Cell for Redressal of Grievances of Women closely monitor the students' need in terms of personal or social counselling. The Rabindrasadan Girls College, Karimganj has a mentoring system where the HoDs of various departments along with the teachers act as bridge to connect the students for academic and non-academic activities. The ratio of the mentor -mentee is being calculated by the number of students enrolled with number of teacher on roll. The mentee is being selected through lottery system in the respective departments and displayed the same in the departmental notice board. The mentors are assigned to record all necessary information and data related to the mentees. The system execute the undermentioned functions: Mentors are assigned to monitor and guide the students throughout the semesters. Mentors enhance the student's confidence to achieve higher levels. Mentors encourage the students to fulfill their expectations. Mentors provide psychological support to the students. Mentors coordinate with the parents/guardians regarding the progress of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1060	26	1 : 41

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	26	5	0	15

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

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

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG (ARTS)	6th	29/06/2019	14/08/2019
BCom	UG (COM)	6th	29/06/2019	14/08/2019

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

Implementation of CBCS by the Assam University from the session 2018-19 has made Attendance in Classes and Internal Assessment Tests an internal part of Evaluation process. The students mandatorily need to fulfil the criterion of minimum 75 attendance and minimum pass marks in each paper of internal tests to appear in End semester examination. As a part of CCA, the college centrally conducts two unit tests per semester and marks are assigned to the students on the basis of their best performances in each individual paper out of the two unit test so held and on the basis of percentage of attendance in particular class as per CBCS-guideline. Every year an independent examination cell is constituted which conducts the unit test following the standard pattern of holding end semester examinations including the preparation of examination routine, invigilation duty chart for teachers and conducting the entire examination process. Question papers are set by respective departments and handed over to the examination committee well before the examination. Impartiality and confidentiality are maintained by wherever it is necessary to make the assessment transparent. Unfair-means in examinations are never compromised and answer scripts are evaluated by teachers of the concerned department within a stipulated time. Immediately on completion of the evaluation process, the Marks Foils of Internal Assessment are collected and accordingly the results are declared. Following the declaration of the results, the answer scripts are shown to the students on demand and accordingly the grievances of students, if any, are sorted out.

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

Academic Calendar provides a roadmap for the students and acts as a guide in their academic accomplishment. The college has a functional Academic Committee consisting of all HODs and the IQAC Coordinator. The Academic Committee prepares Academic Calendar at the beginning of each Academic session adhering to the guidelines of the UGC and the Affiliating University. The Academic Calendar includes all important dates for benefit of the students. Details pertaining to Commencement of Classes, Working Days, Holidays, tentative dates of Internal Tests and End Semester Examinations to be conducted by the affiliating University, List of activities to be

conducted across the session, important days to be Observed at the college, Last working day etc are put into the Academic Calendar. The different departments of the college, the IQAC, the Examination and Other Cells as well as other service agencies in the college including NSS NCC follow the Academic Calendar in planning and conducting different activities. On the whole, the institution strictly adheres to the Academic calendar and any modification thereof following notification of the Government, UGC, Affiliating University or for any unforeseen reasons is dully notified to the students well ahead of time. All notices are displayed in the college Notice Board as well as uploaded in the college Website for timely and wider circulation.

2.6 - Student Performance and Learning Outcomes

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

http://www.rabindrasadangirlscollege.in/Programme_Specific/CBCS_PSO_CO.pdf

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG (ARTS)	BA	BA (Hons & Pass)	343	83	24.20
UG (COM)	BCom	BCom (Pass)	12	3	25

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2.7 - Student Satisfaction Survey

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

<http://www.rabindrasadangirlscollege.in/iqac-files/sss/SSS%202018-19.pdf>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0

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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	2	Nil

National	Bengali	1	Nil
National	Political Science	1	Nil

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	0

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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	0	0	0

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	0	7	0	0
Presented papers	1	0	0	0
Attended/Seminars/Workshops	0	1	0	0

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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Summer Camp	NSS, R. S. GIRLS COLLEGE	4	28

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS AWARENESS	RED RIBBON CELL, R. S. GIRLS COLLEGE	Aware of the students about AIDS	4	50

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3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nil	Nil	0

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nil	0	0

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
131400000	4621436

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing

Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with LCD facilities	Newly Added

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4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2018

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18560	1106093	863	341639	19423	1447732
Reference Books	403	182257	9	9950	412	192207
Journals	9	5674	Nil	Nil	9	5674

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	1	40	2	1	4	1	2	26
Added	0	0	0	0	0	0	0	0	0

Total	40	1	40	2	1	4	1	2	26
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4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
200000	100000	700000	677469

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

Rabindrasadan Girls' College involves a full participation approach from different persons for enhancing the teaching learning environment. Several committees/cells are formed by the college authority which gives necessary solutions from time to time for overall management and smooth functioning of the entire academic and support facilities. The college management i.e., Governing Body (GB) gives required inputs and support to the College authority for smooth functioning of college. The various committee/cells are 1. College Development Committee 2. Purchase Committee 3. Sports Committee 4. Library Committee 5. Hostel Committee 6. College Recreation Centre Committee

Strategies for maintaining utilizing physical facilities: Staffs are employed to maintain hygiene and cleanliness at wash rooms, Common rooms, Class rooms, Laboratories, Library, hostel, office etc. Carpenters are employed time to time for maintenance of the 331 desks, 233 bench and 34 chairs and other wooden items at the college. The college has regular electrician who does the inspection for the fans, AC's, inverter, generators and other electrical items. There is a recreation centre in the college called Gym Centre. The students use to go to the gym centre once a day during off period. The committee also observes that a lady gym instructor is necessary for this centre and hence an oral proposal has been given to the college authority regarding an appointment of a lady gym instructor. Strategies for maintaining utilizing academic facilities eg laboratories: For the smooth functioning of computers, cameras and other ICT equipments are regularly checked by

engineers and mechanics. All the computer science practical examination is held at computer Laboratory. During the cultural and other memorable events of the college organized by various departments, the camera of Mass Communication department is used to record all the events. Library: Library has a collection of books, journals, newspaper, previous year question papers, syllabus etc. Total collection of books is 19423, library has subscription of 09 journals, Two national newspaper and two Bengali newspaper. The reading capacity of library is 50 students. Xerox ,internet and printing facility is available in the library. There are total 20 computers for internet browsing by the students. Books are purchased in consultation with the HOD's in the library committee. Attendance register is maintained for teachers and students on daily basis. There are library rules and regulations for using the library facilities. Sports Complex: Sports committee looks after the maintenance and utilization of sports equipments of the college. The committee conducts a health check-up of the students before participating in any event. 23 various sports events both indoor and outdoor games were held as part of the college annual festival in which a large section of students participated. Altogether 56 trophies were presented to the 1st, 2nd and 3rd prize winners.

<http://www.rabindrasadangirlscollege.in/policy-files/PROCEEDURES%20AND%20POLICIES%202018-2019.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Waiving Scheme Of the Government of Assam	742	1653830
Financial Support from Other Sources			
a) National	Ishan Uday	4	259200
b) International	NA	0	0

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Short Term Course on Yoga	21/03/2019	66	Sports Committee of the College
Personal Counselling and Mentoring	11/09/2020	70	National Cadet Corps
Computer and Digital Awareness Programme	10/05/2019	62	Department of Computer Science
Certificate Course on Communication Skill (English)	18/08/2018	88	Department of English

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Students Guidance and Career Counselling	120	132	14	9

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	30

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

NA	0	0	NA	0	0
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5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	10	UG (ARTS)	English	Assam University D.El.Ed. Karimganj/Vivekananda College of Education, Karimganj	MA/ D.El.Ed./ MBA
2019	1	UG (ARTS)	Bengali	D.El.Ed. Karimganj	D.El.Ed.
2019	3	UG (ARTS)	History	IGNOU	MA in History
2019	0	NA	NA	NA	NA
2019	0	NA	NA	NA	NA
2019	0	NA	NA	NA	NA

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

Items	Number of students selected/ qualifying
Nil	0

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

Activity	Level	Number of Participants
Annual Sports Fest	Institutional	178
Annual Cultural Fest	Institutional	255
Debate and Quiz	Institutional	38

Rabindra Jayanti	Institutional	152
National Youth Day	Institutional	145
Yoga Day	Institutional	125

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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	INTERNAL BOOK OF RECORDS	International	Nil	1	NA	Smt. Pollabi Deb Roy

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

The students of R.S Girl' College takes part in various academic, administrative and other activities of the college. As per the rules provided by the Lyndoh Commission Students' Union is formed. The elected body of the College Students' Union comprises of 12 members which is headed by the Principal who is the president of the apex students' body. The college has an elected Students' Union which represents students' participation in the academic as well as administrative activities of the college. The administration takes into account the opinion of the Student Council in implementing various plans for the development of the college. Many NCC cadets and NSS volunteers takes part in various social work activities. The Students' Union body of the college organizes various activities like college week, sports and cultural functions at various levels. Their activities render valuable services during natural calamities and other social awareness programme.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

0

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

0

5.4.4 - Meetings/activities organized by Alumni Association :

0

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

The effective leadership is visible in various institutional practices such as decentralization and participative management. Being a provincialised college Rabindrasadan Girls' College has an in-built three tier system of academic administration and leadership. At the apex of the system, there are the affiliating university and the Government of Assam. Principal of College being the head of the institution is the overall head of both the academic and administrative affairs of the college at the institutional level. The Governing Body: For the purpose of ensuring participation of stake holders in academic and administrative decisions and effective management of the institution, the College has a Governing Body with adequate representation of faculty members, ministerial staffs and guardians of the students. Further, to ensure maintenance of academic standard and follow-up of Government and UGC guidelines, the Governing Body has also representatives from the affiliating university. The very structure and composition of the Governing Body exhibits the principle and practice of participatory management in the organization. IQAC The Internal Quality Assurance Cell (IQAC) is constituted as per guideline of NAAC to ascertain overall quality in teaching-learning, administrative and Co-curricular activities. The IQAC coordinates with all the stakeholders associated with Administration, Academic affairs and Extension Activities which include, Academic coordinators, Head of the Departments, Librarian, Convenors of various Committees and Cells, Head Assistant and other office bearers of the College. The IQAC under the guidance of the Principal and GB has evolved a well-developed method to ensure quality yardsticks of academic and administrative activities. Academic coordinators are primarily in charge of spearheading and overseeing the implementation of curriculums. They also participate in the creation of effective teaching materials and programs in adherence to the educational standards, in the management of the teaching staff, monitoring their progress, and making recommendations for improvements. Above all, academic coordinator enforces the institutions policies and regulations to ensure a safe and efficient learning environment for

the students. Committees and Cells: Committees comprising teachers from different streams are constituted for smooth functioning of academic, extension and administrative works of the institution. Some of the key committees/Cells that are visibly functioning throughout the academic session are: Admission Committee, Discipline Committee, Grievance Redress Cell, Anti- Ragging Committee, National Social Service (NSS), NCC Unit, Construction Committee, Planning Committee, Students' Welfare Committee, Library Committee, Digital Library Committee, Examination Cell, Women's Cell, Cultural Committee, Hostel Committee, Common Room Committee, Sports Committee, Prospectus Committee, Purchase Committee, Committee for SC/ST, Minority Cell, OBC Cell. In addition to the above Committee/cells, Result analysis Committee, Committee for holding elections to students' bodies, Career Counseling Committee, Seminar and workshop Committee also function so as to encourage participatory management in the institution. Convenor, students' welfare - To arrange for congenial living environment in the campus including Hostels for the students. To monitor day to day essential support required for academic and co-curricular activities of students. To arrange for special care of the weaker and needy sections of students. To enable students to participate effectively in the management of Hostels and also

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

Partial

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college being affiliated to the Assam University is not entitled to develop a curriculum or syllabi per se, which is the prerogative of the affiliating university, but has a free hand in introducing job-oriented self-financing courses in some disciplines such as computer courses. Nevertheless, a few members of the faculty are associated with syllabus framing, designing and in transaction, and being members of Board of Undergraduate Studies play a vital role in the framing of curriculum design and execution. In addition to that, some teachers are involved in framing the syllabus of the short term/ vocational courses that are conducted by the college. The university, moreover, depends on the feedback of the faculty in assessing the outcome of curriculum or syllabi transaction.
Teaching and Learning	Some conventional pedagogic practices for teaching - learning processes are provided by the institution to maximize the students' ability and success. The avenues to enrich student experiences are • Audio- visual aid, • Computer and

	<p>Internet accessibility. • Students' seminar. • Extra- curricular activities like sports, • NCC, Extension activity, field trips etc. • To develop total personality. • Language Laboratory to enhance students' communication skills. • Learner-centered activities like participative learning, interactive sessions, student seminars, project work, assignments, problem solving exercises, practical/field work and use of audio-visual teaching aids. • Augmenting of teaching/learning through the e-resources available in the library.</p>
Examination and Evaluation	<p>In regard of examination, the college follows the rules and regulations prescribed by Assam University. The examination committee of the college adopts necessary measures to conduct sessional examinations, Semester examinations, Group discussions, Seminar presentations, AHSEC's examinations. The internal assessment evaluation system has been implemented by the IQAC. Transparency is maintained in evaluation process. Unit tests are held periodically to facilitate the process of evaluation, scrutinize them for remedial measures by the respective departments. The Examination Committee of the college oversees and coordinates all steps pertaining to examination and evaluation.</p>
Research and Development	<p>The Research Committee encourages and monitors research activities in the college. The committee facilitates and recommends the various MRPs to the funding agencies and guides the faculties for research works. Special duty leaves are granted to teachers to attend research conferences. The institution being an undergraduate college offering Arts and Commerce courses, has little scope and is not directly involved in research activities of the students. Nonetheless, keeping in mind the future prospects of the students, the college has made efforts in developing scientific temper and research culture and aptitude among students.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The Library Committee of the college takes necessary steps for the proper functioning of the library. Updated books and well stocked library is available. A Building Committee and a Purchasing Committee are formed which function under IQAC. ICT based instruments and computers are purchased and used for computer Labs. Computer kiosks are provided for students in the library with internet connection. Photocopiers are available within the library for the use of students and teachers. Office is connected with 24x7 Internet facilities with CCTV surveillance.</p>
Human Resource Management	<p>The college being provincialised has to adhere to standard guidelines of the UGC and State Government pertaining to many features of human resource management. However, the college management takes conscionable action whenever the welfare</p>

	of the staff and students are impinged upon or is under duress with the sole objective of creating a healthy work environment. The various committees of the college provide the momentum and generate the spirit of such an environment. Thus teachers are encouraged to participate in Orientation, Refresher Courses, Seminars and Workshops. These are directly related to career advancement of the teaching staff. The faculty is provided with reasonably well maintained and functional Office, a central library, common room, departmental rooms, and other technology driven teaching facilities so that they can carry out their work efficiently.
Industry Interaction / Collaboration	Efforts are on for industry interaction.
Admission of Students	The college is witnessing a transition phase from Manual admission procedure to computerized system.

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

E-governance area	Details
Administration	The college has one fingerprint enabled Biometric device attendance management system for the Teaching and Non-Teaching employees.. College login is used for verifying university registration by students, College login under University management system is used to upload internal marks, marks-foil, class-attendance and semester exam attendance, upload practical final examination marks and do the subject allocation for the students.
Planning and Development	To cope up with the developments of education sector as a whole, the college authority is preparing for an Enterprise Resource Planning (ERP) system that will be included in near future.
Finance and Accounts	The salary of employees is credited online by the software FinAssam used by Ministry of Finance, Govt of Assam. PMFS (Public management financial system) is used to utilize the schemes of Govt. of India (Our college received and utilized RUSA funds using this portal).RSGC ERP software is used for payment of center fees by the Higher Secondary and degree students, and this RSGC ERP software is used for the payment of college admission fees by the Higher Secondary students.
Student Admission and Support	With the introduction of CBCS curriculum in 2018-19, the college has added online admission portal in the college website. Assam University has developed University Management System for the management of admission modules. The Dashboard of the

	portal gives information and generates reports about the Events, Streams, Programmes, courses, students, Registration applications, Miscellaneous applications, Examination (Pre) and Examination (Post).
Examination	Assam University has developed University Management System for the management of examination modules. The Dashboard of the portal gives information and generates reports about like examination form fill up, migration, students can see their respective subject allocation and generate the semester mark sheets, upload practical final examination marks and do the subject allocation for the students.

6.3 - Faculty Empowerment Strategies

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Orientation Programme on Teaching-Learning	NA	20/11/2018	20/11/2018	16	Nil
2018	One day workshop on evaluation of answer scripts	NA	29/11/2018	30/11/2018	16	Nil
2019	Nil	Orientation Programme on Office Management	08/01/2019	08/01/2019	Nil	6

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	00

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6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
R.S GIRLS COLLEGE EMPLOYEES THRIFT CREDIT COOPERATIVE SOCIETY Ltd.	R.S GIRLS COLLEGE EMPLOYEES THRIFT CREDIT COOPERATIVE SOCIETY Ltd.	STUDENTS WELFARE FUND

6.4 - Financial Management and Resource Mobilization

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

The institution maintains proper transparency in the financial aspects among the various stake holders. The financial audit has been constituted from time to time for proper execution of managerial works. Both internal and external audit is conducted for smooth running of the financial transactions of the institution. Internal audit is done by the auditor appointed by the Governing Body. External Audit is done by Director of Audit (Local fund). They verify and confirm all financial transactions and the report is submitted to the higher government authority. For queries, the college authority provides clarification with necessary evidential documents. Financial audit at Rabindrasadan Girls College is done at two different levels, Internal Audit External Audit. Internal Audit is done by the internal auditor.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA

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6.4.3 - Total corpus fund generated

00

6.5 - Internal Quality Assurance System

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

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

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

The college organizes parent-teachers meet regularly to discuss the activities related to academic and co-curricular excellence of their wards. Interaction among teachers, parents and the principal of the college generally takes place at the time of admission when counselling of the students and parents are held. They are made aware of the rules and regulations of the college and are also made aware of different subject combinations and their scope in later life. Meetings are also held on other occasion to apprise the guardians regarding lower attendance in class and poor performance in the college examination of their wards. Suggestions are sought from the parents and co-operation is solicited from them in this regard. The Hostel Committee along with the Principal holds meetings with guardians of hostel inmates at the beginning of the session, and later if situation demands.

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

Training is imparted to support staff in the handling of computers, photocopiers, electronic gadgets, auditorium devices, PPT, by external trainers and academic staff. They are also given formal training in various fields as and when necessary. Health check up facilities provided are by medical cell College canteen with subsidies rates Well equipped office room. The non teaching staff also avail the State Government's Welfare Schemes and Employee's Welfare Scheme like Medical Relief Fund and R.S.Girls' College Employee's Thrift and Credit Co-operative Society Limited for loans at a short notice. The college provides training programme on computer applications for non teaching staff for effective office management from time to time.

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

1. Regular meeting with the faculty to sort out teaching-learning related issue if any.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One day workshop on evaluation of answer scripts	20/11/2018	20/11/2018	Nil	18
2018	One day workshop for the teaching faculty for using ICT in class room teaching	29/11/2018	29/11/2018	Nil	19
2019	One day training programme for Non teaching staff for Office management	08/01/2019	08/01/2019	08/01/2019	6

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness programme against discrimination on gender	06/09/2018	06/09/2018	98	0
Awareness programme on womens health (both physical and mental)	04/02/2019	04/02/2019	125	0

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

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

1. The college takes the initiative to conduct the Green audit and Energy audit as a measure of environmental consciousness. 2. The college consistently strives to makes the campus eco-friendly and green. The campus has dustbins within short distance, medicinal plants are planted inside the campus and the students are sensitized to take care of the same. 3. LED bulbs are used inside the college campus as far as practicable which again shows the colleges concern towards energy saving and environmental consciousness.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	No	0

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	02/11/2018	1	Awareness Programme	Blood Donation in the nearby village	150
2019	1	1	06/06/2019	1	Workshop	Environmental pollution	120

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Hand Book on Code of Conduct for all stake holders	20/06/2018	Code of Professional ethics for teaching staff of the institution is the same Code of professional ethics as given by UGC in UGC Regulations on ... maintenance of standards in Higher Education 2010. For the Governing Body of the college Assam_College_Management_Rules now called The Assam Provincialised Colleges and Assam Non-Government College Management Rules 2001 and for all including non teaching staff, the Assam Provincialised Colleges and Assam Non-Government College Management Rules are followed.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Voters Day	25/01/2019	25/01/2019	120
Yoga Day	21/06/2019	21/06/2019	125
Training program on "Women safety"	07/01/2019	07/01/2019	105

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

The college has proposed the management to install solar panels in the campus which will help to conserve more power and energy.

E-waste is disposed by the college in environment friendly manner.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

1. The institution provides a platform for the students to uphold the cause of community service and to raise the level of their commitment towards society.. The objective of the institution is to create a platform which can be properly utilized by the students for improving the quality of life of the people and it demands an active involvement of the stakeholders to aware the gentry to address and solve various social issues. The society has been confronting with various issues like malnutrition in children, hygiene related issues, food safety, air and water pollution, sanitation, literacy, and unemployment. The people residing in slum areas of the locality and in the nearby rural areas have been experiencing these challenges and many more. 2.To upgrade the academic level of the students, Mentor-mentee relationship plays an important role. The mentors are monitoring their respective mentees through class rooms, WhatsApp, emails, and extra classes. To mitigate the problems of the mentees, both academic and personal, the faculty members untiring efforts beyond stipulated hours prove effective for the mentees. The Parents and guardians are regularly updated about the performance of their wards.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.rabindrasadangirlscollege.in/best-files/Best%20Practice%202018-19.pdf>

7.3 - Institutional Distinctiveness

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

Established in 1962, Rabindrasadan Girls College has served its community and beyond since its founding. East Pakistans victims of the tragic split had not yet recovered from the trauma of uprooting their families. Many of these families had been forcibly removed from their homelands, and the first generation faced significant challenges when it came to establishing a stable financial footing. In order to provide a path to higher education for these girls, Rabindrasadan Girls College was conceived. Since then, there has been a huge influx of students looking for higher education in and around the town of Kanmganj, partially due to the large-scale movement of migrants from the East Pakistan, now Bangladesh. Rabindrasadan Girls College was established with the firm conviction that it will never pursue an exclusive or exclusive reputation. Through the years, the management of the College has worked hard to provide higher education to the most underprivileged members of society. It has always been a priority for the College to meet the demand for higher education among the socially and economically disadvantaged segments of the population spread out over a broad and diversified geographical jurisdiction.

Provide the weblink of the institution

<http://www.rabindrasadangirlscollege.in/distinct-files/Institutional%20Distinctiveness%202018-19.pdf>

8.Future Plans of Actions for Next Academic Year

• R.S.Girls' College wants to develop a National Level infrastructure both in terms of physical and knowledge based infrastructure. R.S.Girls' College would be investing Government Resources for proper development of its infrastructures like utilization of Government funds in building maximum number of digital classrooms, digital library, laboratory etc specific to the needs of various departments. • A multi-disciplinary (Arts and Commerce) institution requires a vigorous administrative infrastructure which is much different in terms of depth and scale compared to an institution focused on limited domains. Hence R. S. Girls' College will be utilizing Government Funds in scaling up administrative resources to meet the needs of the Institution. • For an institution it is absolutely necessary to attract students and faculties to promote the cause of Higher Education. R. S. Girls' College will take proper initiative in building up a strong brand rooted in excellence and value. • The increased intake of the students needs to be supported by increased infrastructure and learning resources. The college will be exploring various self financed courses to support this growth requirement through innovative financial plans. Focus will be given in designing events, seminars, webinars, workshops and training programs to enhance the perception of R.S.Girls' College as a Centre of excellence. The future plans of action of the

college for the next academic session (2019-20) are as follow: • To cater to the need of the day the institution emphasizes on more ICT enabled class rooms to disseminate knowledge among the students. • The institution has a plan to upgrade the library facilities by installing RFID (Radio Frequency Identification Device). • Taking into account the growing demand of the students to accommodate themselves in the college hostel, the institution has a plan to increase the number of seats in the Hostel. • The institution will take initiative to organize skill Development program for non-teaching staff to enhance the quality of Non-teaching staff for discharging their duties more effectively. The college develops a notion to introduce Add On courses for job opportunities of the students. • The institution has a plan to introduce Office automation to ensure an updated data management system in the college. The Office automation includes an online archiving of student, faculty and staff database with necessary details. • . The college chalks out a plan for career guidance and counselling programme such as Organization of workshop, seminar and job oriented services by the Career Counselling and Placement cell. The college plans to organize interactive sessions of final year students with skilled professionals and alumni. • The IQAC will take measure for Organizing seminars and workshops to promote the quality improvement strategies related to teaching learning, research, extension and extracurricular activities. • Keeping parity with National mainstream the college takes initiative to organize workshop for the use of E-resources by the faculty members. • The college encourages the faculty members to increase research publications in high level indexed journals and to undertake research projects sponsored by various funding agencies. • The college expects