# Yearly Status Report - 2019-2020

| 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/iqac-files/iqar/AQAR%202018-19.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%202019-20.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** | **01-Aug-2019** | **320** |

| programme on code of conduct for UG students | 1 | |
|---|---|---|
| One day workshop for participation of NCC and NSS students in extension activities | 16-Jan-2020 1 | 50 |

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

[View Uploaded File](#)

**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 |
|---|---|---|---|---|
| NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | 2020 00 | 0 |
| No Files Uploaded !!! | | | | |

| **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 activities during the year?** | **No** |

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

One Day Workshop on softskill programme for NonTeaching staff.

One day Orientation programme on CBCS course for teaching staff

One day orientation programme on code of conduct for UG students

One day workshop for participation of NCC and NSS students in extension activities

**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 |
|---|---|
| One Day Workshop on softskill programme for NonTeaching staff | The objectives of the workshop to acquint the non teaching staff in the soft skills viz. communication, time management, critical thinking etc. was achieved satisfactorily. |
| One day Orientation programme on CBCS course for teaching staff | The orientation apprised the teaching staff on the various dimensions of CBCS course and associated responsibilities of mentoring students satisfactorily. |
| One day training programme on video editing for UG students | The training programme successfully familiarised UG students with some skills on video editing and kindled interest amongst them. |
| | |

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

| Name of Statutory Body | Meeting Date |
|---|---|
| IQAC, R.S.Girls' College, Karimganj | 16-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 | **2020** |
|---|---|

| Date of Submission | **14-Mar-2020** |
|---|---|

| **17. Does the Institution have Management Information System ?** | **Yes** |
|---|---|

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **MANAGEMENT INFORMATION SYSTEM(MIS) Yes the college has academic management systems to store, organize, analyse and report information. The college has RSGC ERP software for fee collection from the students. 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 .FinAssam software is used for salary of the teaching and nonteaching staffs. Here the student must register in DHE portal and get Unique DHE ID before filling college admission form. After creation of Unique ID students have to give their names, emailid's, etc and select the respective classes and subjects in which they want to take admission in the college. 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) it was operational since 2019 under the guidance of Directorate of Higher Education, Govt of Assam. The admission committee of this college selects the students for admission in the college. The name of selected candidates is given in the notice board and college website. The selected students take admission in the college and pay the admission fees in the Bank account number given by the college authority in the notice board or website. Assam University has developed University Management System for the management of examination and admission modules. Students register themselves in this portal using student login, here students apply for university registration, examination form fill up, migration, students can see their respective subject allocation and generate the semester mark sheets. College login is used for verifying university registration by students, College login is used to upload internal marks, marksfoil, classattendance and semester exam attendance, upload practical final examination marks and do the subject allocation for the students. |
| --- | --- |

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

All the courses taught in the college are developed and revised by the Assam University, Silchar through its board of Undergraduate studies. However college offering short term courses on informal mode and innovative skill based Programmes, are required to review and update the components of the syllabus framed by the college. The heads of all the departments conducts the meetings to distribute workload as per the specialization and experience of the faculty members. The College follows a specific time table programme for the effective delivery and transaction of the curriculum. When the session is started, a comprehensive teaching plan is provided to the students along with the syllabus link of the University. Different ICT tools are used for effective teaching. Periodic assessment of curriculum delivery is conducted by each department centrally through unit test.

**1.1.2** – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|-------------|-----------------|-----------------------|----------|-------------------------------------------|-------------------|
| 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 |
|------------------|--------------------------|-----------------------|
| Nill | NA | Nill |
| **No file uploaded.** | | |

**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):Bengali, English,Economics, Philosophy, Political Science, History, Sanskrit, Mathematics | 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 on Communication | 10/08/2019 | 81 |

| Skill(English) | | |
| --- | --- | --- |
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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 |
| Nill | 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 | No |
| Alumni | Yes |
| Parents | Yes |

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

| Feedback Obtained |
| --- |
| The 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 | 320 | 320 |
| BA | BA II | 300 | 320 | 320 |
| BA | BA III | 300 | 355 | 355 |
| BCom | BCom I | 60 | 5 | 5 |
| BCom | BCom II | 60 | 7 | 7 |
| BCom | BCom III | 60 | 0 | 0 |

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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 |
|---|---|---|---|---|---|
| 2019 | 1007 | 0 | 25 | 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 | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 25 | 18 | 123 | 3 | 1 | 0 |

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 |
| --- | --- | --- |
| 1007 | 25 | 1:40 |

## 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 | 25 | 6 | 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 |
| --- | --- | --- | --- |
| Nill | NIL | Nill | 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 | 19/06/2019 | 14/08/2019 |
| BCom | UG (COM) | 6th | 19/06/2019 | 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 (Pass & Hons) | 355 | 149 | 41.97 |
| View Uploaded File | | | | | |

## 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%202019-20.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 | Total grant | Amount received |
|---|---|---|---|---|

|  |  | agency | sanctioned | during the year |
|---|---|---|---|---|
| **Nill** | **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 |
|---|---|---|
| **NA** | **NA** | |

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 |
|---|---|---|---|---|
| **NA** | **NA** | **NA** | **Nill** | **NA** |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| **NA** | **NA** | **NA** | **NA** | **NA** | **Nill** |

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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 |
|---|---|
| **NA** | **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) |
|---|---|---|---|
| **Nill** | **0** | **0** | **0** |

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

| Department | Number of Publication |
|---|---|
| **Economics** | **1** |
| **Bengali** | **1** |

[View Uploaded File](#)

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 |
|---|---|---|---|---|---|---|

| NA | NA | NA | Nill | 0 | NA | 0 |
|---|---|---|---|---|---|---|
| | | | No file uploaded. | | | |

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 |
|---|---|---|---|---|---|---|
| NA | NA | NA | Nill | 0 | 0 | NA |
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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 | 1 | 0 | 0 |
| Presented papers | 2 | 0 | 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 |
|---|---|---|---|
| SELF DEFENSE | ASSAM POLICE KARIMGANJ DISTRICT ADMINISTRATION THROUGH NCC CELL OF R.S.GIRLS COLLEGE | 4 | 50 |
| | View File | | |

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 |
|---|---|---|---|
| NA | NA | NA | 0 |
| | View File | | |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| NA | NA | NA | 0 | 0 |
| | | No file uploaded. | | |

## 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 |
|---|---|---|---|

| NA | 0 | NA | 0 |
|---|---|---|---|
| No file uploaded. | | | |

 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 |
|---|---|---|---|---|---|
| NA | NA | NA | Nill | Nill | 0 |
| No file uploaded. | | | | | |

 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 |
|---|---|---|---|
| NA | Nill | NA | 0 |
| No file uploaded. | | | |

# 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 |
|---|---|
| 17745000 | 10614263 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
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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 | 2019 |

4.2.2 – Library Services

| Library Service Type | Existing | Newly Added | Total |
|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| **Text Books** | **19423** | **1447732** | **266** | **56665** | **19689** | **1504397** |
| **Reference Books** | **412** | **192207** | **0** | **0** | **412** | **192207** |
| **e-Books** | **0** | **0** | **199500** | **5900** | **199500** | **5900** |
| **Journals** | **9** | **5674** | **1** | **1896** | **10** | **7570** |

[View File](#)

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 &amp; 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 |
|---|---|---|---|
| **NA** | **NA** | **NA** | **Nill** |

[View File](#)

## 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** | **0** | **4** | **1** | **2** | **25** |
| **Added** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Total** | **40** | **1** | **40** | **2** | **0** | **4** | **1** | **2** | **25** |

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 |
|---|---|
| **Photography , Video recording and Video Editing facilities** | [http://www.rabindrasadangirlscollege.in/iqac-files/activities/Demonstration%20on%20video%20recording%20&%20editing.pdf](http://www.rabindrasadangirlscollege.in/iqac-files/activities/Demonstration%20on%20video%20recording%20&%20editing.pdf) |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| **600000** | **515840** | **900000** | **8587466** |

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 committees comprises of teaching, non-teaching staffs, students, parents and sometimes external experts as required. The various committee/cells are 1. College Development Committee 2. Purchase Committee 3. Sports Committee 4. Library Committee 5. Hostel Committee 6. ICT Cell 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 desks, bench and 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. The students use to go to the gym centre once a day during off period. The students are benefited both physically and mentally by using the gym. The committee also observe 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. The computer laboratory has 15 computers, one digital black board, speakers, all in one desktop and projector. All the computer science practical examination is held at computer Laboratory. Mass Communication department has one laboratory . Library: Library has a collection of books, journals, newspaper, previous year question papers, syllabus etc. Total collection of books is 19689, library has subscription of 10 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. Library is planning to use Soul 2.0 for its automation purpose. Attendance register is maintained for teachers and students on daily basis. There are library rules and regulations for using the library facilities. To ensure return of books, library clearance is required from the library for getting Mark sheet from the college. Sports Complex: Sports committee looks after the maintenance and utilization of sports equipment of the college. The committee conducts a health check-up of the students before participating in any event. Various 25 various sports events (both indoor and outdoor) games in college premises as well as in Nilmoni HS School Playground were played as part of the college annual festival 2019 – 2020.A total of 55 medals (31 gold and 24 silver) were presented to them. The students participated in various sports events with lots of enthusiasm and energy.

http://www.rabindrasadangirlscollege.in/policy-files/Procedures%20and%20policies%202019-20.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 | NA | 0 | 0 |
| Financial Support from Other Sources |  |  |  |
| a) National | NA | 0 | 0 |
| b)International | NA | 0 | 0 |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
| :---: | :---: | :---: | :---: |
| Short Term Course on Communication Skill in English | 10/08/2019 | 80 | Department of English, R.S Girls College, Karimganj |
| Short Term Course on Yoga | 12/12/2019 | 65 | NSS Cell, R. S Girls College, Karimganj |
| [View File](#) | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2019 | Career Counselling Programme on Join NCC and Set your career | 51 | 51 | 1 | 1 |
| 2020 | Career Counselling Programme for cmpetitive examinations such as TET and Banking and Financial services | 69 | 69 | 1 | 1 |
| [View File](#) | | | | | |

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 | 0 |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |

| NA | 0 | 0 | NA | 0 | 0 |
|----|---|---|----|---|---|

**No file uploaded.**

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 |
|------|------|------|------|------|------|
| 2020 | 1 | BA | Bengali | G. C. Paul College of Education, Karimganj, Assam | B.Ed. |
| 2020 | 1 | BA | Bengali | Vivekananda College of Education, Karimganj | D.El.Ed. |
| 2020 | 1 | BA | Bengali | Assam University, Silchar | MA |
| 2020 | 2 | BA | Economics | Assam University, Silchar | MA |
| 2020 | 1 | BA | History | Vivekananda College of Education, Karimganj | D.El.Ed. |
| 2020 | 1 | BA | Philosophy | Assam University, Silchar | MA |
| 2020 | 1 | BA | Political Science | Noida Inte rnational University | MBA |
| 2020 | 6 | BA | Pass Course | Vivekananda College of Education, Karimganj | D.El.Ed. |
| 2020 | 3 | BA | Bengali | DIET, Karimganj, Assam | D. El. Ed. |
| 2020 | 1 | BA | English | Karimganj Law College | LL.B. |

[View File](#)

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 |
|-------|------|
| Nill | 0 |

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

| Activity | Level | Number of Participants |
|---|---|---|
| 100 M Race Competition | Institutional | 20 |
| Badminton (Double) Competition | Institutional | 16 |
| Cricket Competition | Institutional | 24 |
| Carrom (Double) Competition | Institutional | 16 |
| Musical Chair Competition | Institutional | 12 |
| Rabindra Sangeet Competition | Institutional | 8 |
| Rabindra Nritya Competition | Institutional | 5 |
| Modern Song Competition | Institutional | 15 |
| Modern Dance Competition | Institutional | 12 |
| Miss Rabindrasadan Competition | Institutional | 6 |

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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 |
|---|---|---|---|---|---|---|
| Nill | NA | Nill | 0 | 0 | NA | NA |

**No file uploaded.**

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

The college have smooth mechanism to include students in various academic and administrative works of the institution. As students are one of the most important stake holders in the institution, they take part in many decision makings of the academic and administrative activities of the college. In accordance with the rules of Lyndoh Commission the students has formed a Students Union of the college. The administration takes into account the opinion of the Student Council in implementing various plans for the development of the college. The NCC cadets, NSS Volunteers and others students of the college have organized and managed various extension activities such as cleanliness drive in the college, swachhata Awareness rally, health awareness programme, plantation programme etc. The NSS of the college have adopted a village named 'MAIZGRAM'. The volunteers and NCC cadets are very much enthusiastic towards the cause of welfare of the society. So, they along with the CTO of NCC (teacher) and Co-Ordinator of NSS (teacher) have visited the adopted village Maizgram to spread awareness regarding the outbreak of the Covid-19 pandemic. The Students body of the college have organized various cultural and sports events at the college. All the students have shown their

**active participation in each and every programme organized in or outside the institution.**

## 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 managent 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)?

Yes

## 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 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. |
| Examination and Evaluation | 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. |
| Research and Development | 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. |
| Library, ICT and Physical Infrastructure / Instrumentation | 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. |
|---|---|
| Human Resource Management | 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 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. At the beginning of new academic sessions the advertisements are published in local news papers for admission of the students • In the college prospectus, academic calendar, course fees, course details are mentioned and in the college website all the necessary information are uploaded • Students are admitted both in the arts and commerce streams on merit basis. In selecting students for major subjects screening tests are also conducted by the departments. |

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

| E-governace area | Details |
|---|---|
| Examination | Assam University has developed University Management System for the management of examination modules. Students register themselves in this portal using student login, here |

| | |
|---|---|
| | students apply for university registration, examination form fill up, migration, students can see their respective subject allocation and generate the semester mark sheets. |
| 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. |
| Administration | The college has one fingerprint enabled Biometric device attendance management for the Teaching and Non-Teaching employees. College login is used for verifying university registration by students, College login 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. |
| Finance and Accounts | The college has RSGC ERP software for fee collection from the students. 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 .FinAssam software is used for salary of the teaching and nonteaching staffs. 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). |
| Student Admission and Support | The college has online admission portal in the college website. The admission committee of this college selects the students for admission in the college. The name of selected candidates is given in the notice board and 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. Unique ID portal for the students who take free admission, |

## 6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| 2019 | NA | NA | NA | 0 |
| No file uploaded. | | | | |

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) |
|---|---|---|---|---|---|---|
| 2019 | One day Training Program on the use of library resources for teaching staff | NA | 26/08/2019 | 26/08/2019 | 15 | 0 |
| 2019 | One day workshop for the teaching faculty for using ICT tools in class room teaching | NA | 17/09/2019 | 17/09/2019 | 12 | 0 |
| 2020 | NA | One day Training Programme on Management Capacity Enhancement for Non-teaching staff | 07/01/2020 | 07/01/2020 | 0 | 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 |
|---|---|---|---|---|
| Faculty Development | 3 | 16/09/2019 | 21/09/2019 | 06 |

| Programme | | | | |
|-----------|---|---|---|---|
| Orientation Programme | 1 | 14/11/2019 | 04/12/2019 | 21 |
| Refresher Course | 1 | 05/09/2019 | 18/09/2019 | 14 |

View File

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 |
|----------|--------------|----------|
| Teaching As the college is a provincialised one, the teaching staff avail the State Government's Welfare Schemes like General Provident Fund, Group Insurance Scheme, Post Retirement Benefit Scheme like Gratuity, Leave Encashment and Pensions etc. Besides these, the institution has its own R.S. Girls' College Employee's Thrift and Credit Co-operative Society Limited which provide financial assistance in the form of loan to the employees on easy terms. Teachers are given leave for a particular period to pursue research work or work in other post higher than the existing one under Faculty Improvement Programme. Duty leave is given to an employee to attend seminar, workshop, Refresher Course, Orientation Course and for performing University works. Other facilities available for teachers are - Well equipped common room Separate departmental rooms for each department with computer and Wi-Fi facilities College canteen with subsidies | 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. | The college provides adequate student welfare measures to all students irrespective of caste, community, economic status and linguistic groups. To look after the general welfare of the learners, the college has a committee to review the financial conditions of students and provide financial aid. Free studentship to needy and deserving students are provided by the government. The college has a hostel with a capacity 0f 100 which has been a boon for students coming from remote areas because it provides a secure and cheaper accommodation. The Hostel Committee is dedicated to monitor the functioning of the hostel and its management, and energetically introduced modern water filters, 24X7 generators and other amenities. For day scholars facility for sports and games are provided in addition to gymnasium facilities. |

| | |
|---|---|
| rates Health check up facilitation provided by medical cell Duty leaves are granted to faculty members for attending orientation, refreshers, seminars and workshops Duty leaves are granted to faculty members for attending duties of external Examiner, paper assessment etc. Maternity Leaves are granted for pregnant lady faculty members Child Care Leave (CCL) is granted to lady faculties as per Govt. rules Special Leaves are granted for faculties doing Ph.D. | |

## 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 GirlsCollege is done at two different levelsInternal 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 |
| No file uploaded. | | |

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 | Yes | Rabindrasadan Girls College, Karimganj |
| Administrative | No | NA | Yes | Rabindrasadan Girls College, |

| 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 amp 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.

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

(1) Development of infrastructure has been undergoing according to post accreditation initiatives (2) Development of I.C.T. facilities has been undergoing according to post accreditation initiatives(3) Planning for opening of new Diploma and Certificate courses are in processes.

## 6.5.5 – Internal Quality Assurance System Details

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

## 6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2019 | One day orientation programme on code of conduct for UG students | 01/08/2019 | 01/08/2019 | 01/08/2019 | 320 |
| 2020 | One day workshop for participation of NCC and NSS students in extension activities | 16/01/2020 | 16/01/2020 | 16/01/2020 | 50 |
| | | [View File](View File) | | | |

# 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 sexual harassment | 04/09/2019 | 04/09/2019 | 85 | 0 |
| One day orientation programme on Self defense | 08/01/2020 | 08/01/2020 | 155 | 0 |
| Celebration of Womens Day | 08/03/2020 | 08/03/2020 | 55 | 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. LED bulbs are used inside the college campus as far as practicable which shows the colleges concern towards energy saving and environmental consciousness. 2.Awareness programme on climate change and Environmental sustainability |

**7.1.3 – Differently abled (Divyangjan) friendliness**

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Rest Rooms | Yes | 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 |
|---|---|---|---|---|---|---|---|
| Nill | 0 | 0 | Nill | 00 | NA | NA | 0 |
| No file uploaded. | | | | | | | |

**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 | 25/06/2019 | 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 |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------|---------------|-------------|------------------------|
| Celebration of Teachers Day | 05/09/2019 | 05/09/2019 | 150 |
| Observation of Gandhi Jayanti | 02/10/2019 | 02/10/2019 | 55 |
| Celebration of International Womens Day | 08/03/2020 | 08/03/2020 | 35 |

[View File](#)

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

| |
|---|
| Awareness programme on Reuse and recycling of paper waste |
| Awareness among students by arranging field visits, guest lectures, workshop, and seminar |
| Awareness among students for Scientific disposal of biowaste |
| The institution takes initiative to plant different types of medicinal herbs. |
| The institution takes steps to make the campus hazard free and clean by disseminating environmental knowledge among the stakeholders. |

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1) (i)Title of the Practice: Faculty upgrading for quality teaching-learning methods. (ii) Purpose of the Practice: (a)To accomplish the objectives, the Teaching faculty participates faculty development programmes (FDPs), seminars, workshops, and other events for all faculty members. (b) To improve and modernise faculty members knowledge and abilities. (c) To undertake research activities in their area of expertise. (d) To promote creativity and innovation into the process of teaching and learning. (e) To sensitize teaching faculty towards environmental challenges and other social problems. (iii) The Context: Typically, these kinds of events are organized for quality enhancement of teaching-learning methods for faculty members each year. (iv) The Practice: The institution encourages all faculty members to attend FDPs, Workshops, and Seminars. Additionally, faculty members are also encouraged to publish their findings in reputable journals. (v) Proof of Success: The majority of the faculty members of the Institution become inspired participating in FDPs, Seminars, Workshops, and Conferences. They also focus on publishing their research in reputed journals and proceedings. (vi) Problems Encountered and Resources Required: Lack of proper fund for doing research activities and non-availability of sophisticated equipment. 2) (i)Title of the Practice: Student Improvement Program (ii) Purpose of the Practice: The Institution offers a number of programmes to help the weaker students for improving their academic

performance. (iii) The Context: Remedial classes are typically held in every semester for the weaker pupils. (iv) The Practice: The mentoring programme has been introduced which includes effective teaching, doubt-clearing, and problem-solving. The Mentors are assigned with groups of students for improving their academic level. Specific durations are allotted for counselling, answering questions, and inspiring pupils. (v) Evidence of Success: The overall quality improvement is evident from the responses experienced in classes. (vi) Problems Encountered and Resources Required: As a whole the overall socio-economic background of the pupils pose a serious challenge and create hurdle to their studies.

| 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%20Practices%202019-20.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 Pakistan 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 Karimganj, partially due to the large-scale movement of migrants from East Pakistan, now Bangladesh. Rabindrasadan Girls' College was established with the firm conviction that it will pursue inclusive education embracing all section of the 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. This approach has paid off and today there is healthy representation of students coming from the socially and economically backwards sections in the Institution. The college is dedicated to provide a healthy environment for the all-round development of girls and strives to equip them with essential skills to face challenges in a fast-changing world. It endeavours to translate into practice the noble ideals that inspired the founders and strives to instil the sense of responsibility in the students so that they become model citizens of the nation and responsible members of the society. Despite some infrastructural shortcomings, the institution has always laboured to bring innovations whatever possible and with this objective the institution has introduced new and self-financed courses in additional to traditional ones because of popular demand and with an aim to keep our students abreast with the demands of a new environment. In the backdrop of an objective to attain institutional autonomy the institution has embarked on the path of augmentation of infrastructure which is a prerequisite, and the institution is aware of the hurdles that are required to be overcome but we harbour great hope and are venturing forward with an optimistic spirit.

| Provide the weblink of the institution |
| :---: |
| http://www.rabindrasadangirlscollege.in/distinct-files/Institutional%20Distinctiveness%202019-20.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