YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Rabindrasadan Girls' College**
• Name of the Head of the institution	**Dr. Ashok Kumar Das**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03843260744**
• Mobile No:	**7638818028**
• State/UT	**Assam**
• Pin Code	**788710**

2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated**
• Type of Institution	**Women**
• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Assam University, Silchar**
• Name of the IQAC Coordinator	**Dr. Dipankar Das Choudhury**
• Phone No.	**03843260744**
• Alternate phone No.	**Nil**
• IQAC e-mail address	**iqacrsgcollege2022@gmail.com**
• Alternate e-mail address	**dipankarmaths@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**http://www.rabindrasadangirlscollege.in/iqac-files/iqar/AQAR%202019-2020.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**http://www.rabindrasadangirlscollege.in/academic_calender/Academic%20calender%202020-21.pdf**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.60	2004	16/09/2004	15/09/2009
Cycle 2	B	2.22	2011	08/01/2011	07/01/2016

6.Date of Establishment of IQAC	14/10/2004

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RABINDRASADAN GIRLS' COLLEGE	SALARY	STATE GOVERNMENT	2020-21/365	58971340
RABINDRASADAN GIRLS' COLLEGE	FEE WAIVER SCHEME	STATE GOVERNMENT	2020-21/365	4763851
RABINDRASADAN GIRLS' COLLEGE	INFRASTRUCTURE	RUSA	2020-21	4950000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	**View File**
9.No. of IQAC meetings held during the year	3
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	**View File**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Extension of Infrastructure such as the development of the Recreation centre, Yoga Centre, Multi Gym, promotion of research activities through Rabindrasadan Girls' College research cell.
Continuation of the Best Practices and Extension Activities
One day workshop on ADMINISTRATIVE MANAGEMENT Skills for Non teaching staff SKILLS for the office staff as well as Library staff organised by Rabindrasadan College administration in collaboration with the IQAC
One day legal awareness programme on human rights
Preparation of Academic and Administrative audit report
In view of pandemic digital mode of payments was initiated and students were allowed alternative modes of fee payment
Faculty was encouraged to engage in research related activities following which a big number of faculty members attended workshops seminars and conferences.
Digital mode of communication was implemented in official working, including digital documentation, digital record keeping etc. for easy data storage and access and pandemic safe environment.

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

Plan of Action	Achievements/Outcomes
Extension of Infrastructure augmentation	Infrastructure augmented with the development of the Recreation Centre,Yoga Centre, improvement of Multi Gym, enrichment of college library etc.
Continuation of the Best Practices and Extension Activities	the Best Practices and Extension Activities continued effectively

Preparation of Academic and administrative audit report	Academic and administrative audit completed
One day workshop on ADMINISTRATIVE MANAGEMENT SKILLS for the Library staff organised by Rabindrasadan Girls' College administration in collaboration with the IQAC	Successfully organized the workshop
Awareness programme on Mentor-Mentee system among the students	Successfully organized
Organized three month certificate course in Computer application	Successfully completed
Workshop on ADMINISTRATIVE MANAGEMENT SKILLS for Office staff	organized one day workshop on Administrative Management Skills for Non teaching staff
To ensure effective teaching learning process in online mode	Online teaching learning process was implemented and made successful with introduction of Google Classroom.
To organise extension activities in online mode and by maintaining social distancing	Extension activities were carried out in a safe manner , to the extent possible under Covid-19 guidelines .
To allow students alternative modes of fee payment	Alternative modes of payment had been adopted and the students had been informed about the same.

| 13.Whether the AQAR was placed before statutory body? | Yes |

- Name of the statutory body

Name	Date of meeting(s)
IQAC, Rabindrasadan Girls' College, Karimganj	07/09/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	27/02/2022

15.Multidisciplinary / interdisciplinary

Currently, institute is not offering any multidisciplinary flexible curriculum as it is affiliated to Assam University, Silchar. Assam University, the affiliating University of Rabindrasadan Girls' College, has not yet introduced the New Education Policy 2020. As such, the Institution is still running the courses under the existing Choice Based Credit System (CBCS). So far as the basic tenents of the NEP is concerned, the College is already on the path of welcoming the approach undertaken by the Ministry of Human Resource Development (MHRD), which is reflected in certain measures which are in practice. The Environmental education, for instance, is being pursued mandatorily by students across all disciplines in their undergraduate level with the title "Foundation Course in Environmental Studies". The various Diploma/Certificate Courses offered by the Institution allow the students to take up such courses along with their regular Undergraduate Syllabus. Participation in these courses provide a multidisciplinary platform for the students alongwith value addition to their core discipline.

16.Academic bank of credits (ABC):

It is hoped that through the implementation NEP, students can avail a smooth Academic Bank of Credits(ABC) process on the courses offered by the college.

The institution is going to create an ABC with the application of adequate software for the transfer of credits gained by the students.Studfents will also have multiple entryand exit option as per their their requirement.

The Institution in terms of its faculty resource is capable enough to introduce Academic Bank of Credits (ABC), however, owing to the limitations as an affiliated college under Assam University, the Institution cannot take individual decisions in this regard. As and when the Assam University registers under the ABC to permit its learners to avail the benefit of multiple entries and exit during any programme, the students of the College will also be able to avail of the benefits of the Scheme. In view of the introduction of ABC, the College can develop the necessary infrastructural facilities as it is having sufficient space for development.

17.Skill development:

To cater to the need of the day, the College lays special emphasis on Skill Development Courses. The institution organizes soft skill development courses/workshops/Seminars for the students which help to strengthen their vocational skills. To equip the students with basic career oriented skills and to facilitate better employment oppurtunities the institution organizes short term skill develop courses. The course content and instruction material of these skill development courses has been designed to cover both the knowledge and skill components. The institution makes the optimal utilization of in house experienced faculty and available infrastructure to run these courses. It prepares them capable of getting good placements and will broaden their horizon and nurture their mind for becoming not only job seekers but job creators and successful entrepreneur also. The institution understands the importance of value-based education to inculcate positivity among the students. Hence it always conducts community-based programs. It also conducts yoga workshops and cultural programs. The existing CBCS syllabus gives the scope to enhance the skill of the students in their respective subject areas through the mandatory Skill Enhancement Course (SEC). Besides, the Institution on its own runs self-financing Short Term, Skill Development and Professional Courses at a very affordable fee structure so that students can easily avail the benefits of such courses.

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

The departments of Sanskrit ,Bengali and English offer courses based on different programs which deal with Indian Languages, Culture and Knowledge System . The college constantly encourages its faculty members toenhance their skills in these areas by attending Faculty Development Programme(FDP), Refresher courses, seminars and conferences. Workshops are arranged for the creation of awareness towards the importance of the Indian language and culture, like yoga day, art exhibitions, etc in the college premises.The institute is taking initiative to train the faculty members in this regard. Students from nook and corner of the valley and contiguous states enroll in Rabindrasadan Girls' College to pursue their academic careers and fulfil their aspirations. Taking into account the diverse culture, the Institution promotes academic and extra-curricular activities that may help to preserve our age-old traditions, customs and beliefs. Sanskrit, being the mother of all modern Indian languages and tresure house of rich Indian knowledge system, has been taught in the College right from its inception. The Department of Sanskrit takes the previlege to organise Short Term Spoken Sanskrit Courses for anyone who is interested to be wellconversant in Spoken Sanskrit. The enthusiastic participation of the students and faculty members even from other disciplines authenticate the popularity of the said programme.

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

Rabindrasadan Girls' College, one of the oldest hubs of Higher Education in Brak Valley provides the right platform for pursuing higher education in various disciplines under Assam University. Originally the Institution was affiliated under Gauhati University and later on with the establishment of Assam University in Silchar, the College underwent through change in affiliation. The college has the mission to emerge as the centre for excellence and is working hard to achieve the goal. The college is offering different opportunities to the students through its teaching and learning programmes so that the students should develop as an individual to contribute in the advancement of the society. The college has stated clearly the learning outcomes of the Programmes and Courses by communicating the information to the teachers and students.

All UG Courses offered by the College including the self-financing courses are under the umbrella of Outcome Based Education (OBE). All the departments take the initiative to prepare the Programme Outcome, Programme Specific Outcome, and Course Outcome and submit it to the Competent Authority for his approval prior to uploading the content in the College Website. The content of the Outcome is distinct and precise which makes it easily understandable by the students. The institute follows a system of academic audits to know the status of the Outcome-Based Education (OBE) implementation. Outcome-Based Education (OBE) is a student-centric teaching-learning methodology in which the course delivery and assessment are planned to achieve stated objectives and outcomes. For uninterruptive teaching-learning, internal examinations, syllabus oriented student seminar, and viva voce are taken. In order to create the best teaching-learning environment for the students, the faculty constantly monitor whether the learning objectives and learning outcomes are being achieved or not and accordingly take necessary steps to ensure that all the students gain necessary expertise, knowledge, skills and capabilities.

20. Distance education/online education:

The college is carrying out its teaching-learning process in blended mode(Online and offline) where continuous monitoring and evaluation is done to ensure that faculty can do timely intervention so that students can understand and remove their weakness in a time bound manners.

The students are encouraged to participate in the online courses through different online learning platforms like Couresera, NPTEL, UDEMI, etc.

The institute conducted online lectures for the students through Zoom, Google Meet, etc. during the pandemic. Almost all faculty members have their Google Classroom accounts for effective content sharing for students' learning. The institute has CAGC (Career Advancement and Guidance Cell) which ensures the implementation of significant career advancement courses for students of all disciplines.

The College does not run any distance learning UG course as the affiliating University is yet to launch education through distant mode. During the period of COVID-19 outburst, repeated lockdown severely affected the teaching-learning environment of the College. But this grey period has opened a new dimension to our conventional mode of teaching by introducing the technology and platform of online classes through Google Meet, Zoom, Cisco Webex, You Tube, Teachmint and such others. Imparting online classes resulted in the recovery of academic loss suffered by the students to some extent and gave them the opportunity to interact with the teachers in virtual mode in which they were earlier not accustomed with. Even after the partial withdrawal of lockdown, the astringent COVID restrictions and protocols did not allow huge assembly of students in the classroom and the attendance in the offline classes were also not mandatory. Keeping this in view, a blended teaching model was devised in which offline and online - both modes of imparting classes were simultaneously practised to reach out to all students. In order to facilitate the effective use of ICT, our college acquired a lifetime free version of Google Workspace for Education with unlimited user accounts and unlimited cloud storage space.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	2

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1058

File Description	Documents
Data Template	View File

2.2	645

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	327

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	24

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	31

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	23
4.2	96.35706 lakhs

Total expenditure excluding salary during the year (INR in lakhs)	
4.3 Total number of computers on campus for academic purposes	37

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college has been working on a very well-planned curriculum delivery system.and at the beginning of academic session, the curriculum concerning the departments is discussed among the faculty members. The total curriculum is thereafter divided and allotted to the concerned teachers. On the basis of the allotted portion of the curriculum, concerned teachers chalk out teaching plans. Teaching plans are drawn out in such a way so that sufficient time for revision can be spared, besides completing the entire volume of the course. The college prospectus is the threshold for the students to have a glimpse of the vision, mission and objectives of the college. The college website is another source through which the students can acquaint themselves with the curriculum and other relevant information. A proper routine with time and class allotment for the teachers have been following both in odd and even semesters during each academic session. The respective teachers specialized in their disciplines follow the syllabus formed by the university. Feedback of the students is collected in each academic session to find out the positive and negative aspects regarding the effectiveness of the curriculum delivery by the teachers as well as of the institution as a whole. Parents- teachers meets are also conducted for more effective curriculum delivery by taking suggestions and other aspects to develop a better environment for curriculum delivery

File Description	Documents
Upload relevant supporting document	**View File**
Link for Additional information	http://www.rabindrasadangirlscollege.in/files/Routine%202020-21.pdf

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

The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE). An academic calendar is prepared for each academic session by following the affiliated university, i.e. Assam University , Silchar to bring the uniformity and timely completion of the syllabus, internal and external exams and other relevant activities. The college ensures utmost regularity in holding regular classes.. Teachers are directed to play flexible roles to adhere the needs of both the advanced and slow learners. To ensure regular visit to the library it is made mandatory that students visit the library at least 4 days per week. In order to make curriculum student centric, students have to take part in filed work, project work and excursion etc. The college conducts in-semester examinations and other internal assessment works, such as assignments,seminar presentations as per the academic calendar prepared for a specific academic session.

File Description	Documents
Upload relevant supporting documents	**View File**
Link for Additional information	**http://www.rabindrasadangirlscollege.in/academic_calender/Academic%20calendar%202020-21.pdf**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

11

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

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

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

2

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

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

109

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

109

File Description	Documents
Any additional information	**View File**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**View File**

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Crosscutting issues such as climate change and environmental education are already incorporated into the curriculum in the form of making Environmental Science a compulsory subject in the higher secondary and degree level. Certain papers, such as Business Ethics, Auditing, value education, educational psychology help the teaching-learning process more effective to integrate its crosscutting issues such as Professional Ethics, gender, human values. Apart from these compulsory papers, the students those who opted for NCC and NSS has ample scope to do practical things to develop human values, discipline and to work for protection of environment etc. The departments have been conducting different programme like seminar among the students, mock interviews, preparation of resume. Curriculum Vitae, personality development such as communication skill for the overall development of students.

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

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

NIL

File Description	Documents
Any additional information	**No File**

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

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

23

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

1.4 - Feedback System

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

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

Any additional information(Upload)	**View File**

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

File Description	Documents
Upload any additional information	**View File**
URL for feedback report	**http://www.rabindrasadangirlscollege.in/feedback-files/Feedback%20Report.pdf**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1080

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

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

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

335

File Description	Documents
Any additional information	**View File**

Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

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

The college has developed significant strategies and scientific implementations both at the institutional level and the departmental level to cater to the needs of advanced learners and slow learners. The learning levels of the students are assessed by different mechanisms such as their merit in the qualifying examinations, performance in semester and internal examinations. Students having proficiency in extra-curricular activities are identified by the teachers in charge.Review Meetings are periodically held with authority and the teachers to assess and discuss necessary measures to improve students' performance.

Measures taken for advanced learners: Advanced learners are recommended books and study materials of advanced level to encourage and motivate the advanced learners to excel in university exams. Advanced learners are encouraged to participate in various symposiums like quiz, poster presentation, debate competitions, student seminars, inter college competitions etc.

Measures taken for slow learners: Extra classes are conducted for weker students. Respective departments monitor the performance of slow learners Personal counseling is also done for the students identified as slow learners through mentoring system. . In order to make the teaching learning process more effective and learner centric, English as well as Bengaliis used as a medium of instruction.

File Description	Documents	
Link for additional Information	**http://www.rabindrasadangirlscollege.in/committiee_notice/Academic%20Committee%20Notice%20202 2021.pdf**	
Upload any additional information	**View File**	

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

Number of Students	Number of Teachers
1058	**24**

File Description	Documents
Any additional information	**View File**

2.3 - Teaching- Learning Process

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. The overall development of the learners is given due priority. Equal opportunity and attention is given to each and every student irrespective of caste or community.

Project works are assigned to the students as part of Problem-Solving Methodology comprising project works, Assignments, Group Discussions, Seminar etc. on Environmental issues, biodiversity, Photography, Accountancy, Statistics, Mathematics etc. In the science subjects like Computer Science, Mathematics, statistics, various experiments are conducted as per Practical curriculum. Besides these, there are Practical Papers in Computer in Commerce & Economics.

Co-curricular activities are also given due priority. Also students participate in Workshops, Training, Seminars, Exhibitions etc., organized by the College, University and other institutions. Field study and excursions are also integral part of the learning methodology of our institution. The extension activities like NSS and NCC are also part of learning which enhance the skills of the students. The students are also provided opportunities to interact with potential local Entrepreneurs to develop their skills and solve various issues and problems of their own.

File Description	Documents
Upload any additional information	**View File**
Link for additional information	**http://www.rabindrasadangirlscollege.in/iqac-files/activities/Studentcentric%20activities%202020-2021.pdf**

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

The college understands the importance of integrating ICT tools in the teaching learning process to make the learning experience for students more fulfilling and meaningful. The college uses a diverse set of ICT tools to communicate, create, disseminate, store, and manage information.The campus is Wi-Fi enabled and there are two smart classrooms with overhead projectors and white interactive boards. Educational videos and film screenings help students to stimulate their understanding about particular subjects. The college is equipped with one computer lab, and ICT enabled auditorium hall. Students can easily access e-books and e-journals through the college library. WhatsApp groups have been created to facilitate active, collaborative and independent learning beyond the classrooms. Further, online classes/ interrattive sessions are conducted by the teachers using diverse online platforms like Google Meet, Google Classroom, ZOOM etc to facilitate learning outcome of the students and guide them in different activities.

File Description	Documents
Upload any additional information	**View File**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**http://www.rabindrasadangirlscollege.in/Library.aspx**

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

2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**View File**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**View File**

2.4 - Teacher Profile and Quality

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

24

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

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

423

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

2.5 - Evaluation Process and Reforms

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

The college 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 wherever necessary. Unfair-means in examinations are never compromised and answer scripts are evaluated 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. Following the outbreak of COVID-19 pandemic, assessment of students was conducted through online assignments as per instructions of Affiliating University.

File Description	Documents
Any additional information	**View File**
Link for additional information	**Nil**

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

Internal Examinations are centrally conducted, following all relevant rules and regulations, through an Examination Committee, constituted for the purpose. Unfair-means in examinations are never compromised. Answer scripts are evaluated within a stipulated time. Lists of marks secured by students are submitted to the Examination Committee. Copies of the lists of marks are walled up. Students can lodge their grievances if they notice any of their marks not written or wrongly written in the lists. Assessed answer sheets are shown to the respective students in their class room by the concerned teacher/evaluator. Any discrepancy noticed and reported by the student is addressed then and there. If required, re-evaluation is done by another teacher; then scrutinized and finalized. Efforts are generally made to resolve the grievances by the teachers at departmental level. After addressing the grievances, marks obtained in internal examination are submitted online to the affiliating university using the Login Id of the college by a designated person of the college. Grievances concerning post-uploading anomalies of Marks are resolved with the initiative of concerned Departmental Heads, concerned Staff of Principal's Office in consultation with Examination branch of the university in time-bound manner.

File Description	Documents
Any additional information	**View File**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The students are made aware of the programme specifics and course outcomes through following mode:

1. Prospectus: Brief details of various Programmes and Courses are published in the Prospectus and uploaded in the College Website at the beginning of every Academic Session.

2. Orientation programme: Induction Programme is organised for First Semester Degree students in which the broad objectives of courses/programmes, mode of internal assessment and college facilities are explained.

3. During Classes: During dissemination of Courses in classes, the faculties communicate learning objectives and expected outcomes on completion of each unit of a particular course.

4. Fresher's Programme: Through lectures held on occasions like General and Departmental Fresher's Social Meet.

5. Institutional website: Learning outcomes and graduate attributes are communicated to the students through the college website. Further, Teacher members of Board of Undergraduate Studies (BUGS) of Affiliating University, attend BUGS meetings of respective departments at the start of the Session and be aware of the alterations/modifications if any, made in the Curriculum along with Programme and Course outcomes. The revised syllabi are also uploaded in the University Website, which the Teachers download from time to time.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional	**http://rabindrasadangirlscollege.in/Programme_Specific/PSO%20&%20CO%202020-**

information	21.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The attainment and the level of attainment of POs, PSOs and COs are measured through the performance of the students in the internalassessments, which consist of the sessional exams, assignments, presentations, etc.Unit tests and end semester examinations are conducted by the College according to the schedule set by the affiliatinguniversity.to measure the attainment of programme specific outcomes and course outcomes. Other than the above methods, the college also facilitates accessibility of teachers, organising seminars, assignments, and class participation to enhance the progress of the students. The class room lectures, assignments, and library facility also help the students to clarify their doubts and to perform well in examinations. In order to make the students aware of their short comings while writing their answers, the examinations and tests copies are shown to them. If any shortcomings are noticed after careful scrutiny, these are addressed through specific action plans in a scientific manner to augment the learning outcome of each and every student. Apart from academics, some students also perform well in co-curricular and extra-curricular activities both intra and inter college level for which certificates of appreciation are given to them. The overall performance reflects the level of attainment of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.rabindrasadangirlscollege.in/results/STUDENTS%20ATTAINMENT%202020-2021.pdf

2.6.3 - Pass percentage of Students during the year

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

169

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**View File**
Upload any additional information	**View File**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://www.rabindrasadangirlscollege.in/iqac-files/sss/SSS%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

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

0

File Description	Documents

List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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

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

02

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

3.2 - Research Publications and Awards

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

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

01

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

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

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

09

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.3 - Extension Activities

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

Rabindrasadan Girls' College promotes extension activities in the neighbouring community for sensitizing students to social issues and their holistic development. Our college provides the students opportunity to translate their classroom knowledge into practical experience. Through its diverse community oriented programmes and activities focused at holistic development of students with community, the NSS and NCC units aim to develop a sense of attachment to community among students. The idea is to utilize their knowledge in finding solutions to community problems, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to meet emergencies and natural disasters and participating in community services by actively involving in various campaigns and programmes. The students are involved in planning and execution of educational tours, seminars, workshops, etc. lending active support in organizing cultural events, sports, inter and intra college activities. Students' involvement in extracurricular activities, hospitality issues, and other cultural and academic events throughout the year keep their energies channelized in the right direction. During the last academic year, various community related extension activities were organized such as Environmental Awareness Programmes, Health Awareness Programmes, Swachhata Abhiyan, Road Safety Awareness Programmes, Vaccination Awareness Programmes to help the community. Their involvement in major decision-making bodies like Alumni Association, Placement and Career Counselling, Anti-Ragging Committee, Discipline Committee, etc. help them learn managerial and organizational skills.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

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

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

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

0

File Description	Documents
Reports of the event organized	**View File**
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**View File**

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

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

16

File Description	Documents
Report of the event	**View File**

Any additional information	**View File**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**View File**

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Rabindrasadan Girls' College is one of the best colleges affiliated to Assam University in this region. It provides infrastructures both physical and digital to meet the expectations and provide an encouraging and energetic environment for the progress of different stakeholder's. The infrastructure details are given in the table below:

Physical Infrastructure

Academic/Teaching-Learning:

1. Classrooms 20 nos.

2.There are 12 departments

3.Laboratories [Mass Communication and Computer Laboratory] with internet facilities

4. State of the art Smart Classrooms 1 nos.

5. Library

Administrative Infrastructure:

- 1. Principal Office
- 2. Administrative Office

3. Warden Office (for Hostel).

4. IQAC Office

Academic/Student Support Infrastructure:

- 1.Common Room
- 2. NCC Room
- 3.Student Union Room

Conference and Cultural Infrastructure:

- 1.College Auditorium
- 2. Conference hall

Health Infrastructure:

  - 1.Gym/Fitness Center

2.Counseling Service Room

Residential Infrastructure:

  - 1.Girls Hostel

Student Recreation Infrastructure:

- 1.Canteen for students and staffs

Security Infrastructure:

- 1. CCTV Surveillance

Utility Infrastructure:

- 1.Parking
- 2.Photocopy Shop
- 3.Two generators with 62.5

IT Infrastructure

Physical IT Infrastructure:

- 1.Computer Lab (10 computers with internet)
- 2.Mass communication Lab Mass communication Lab (5 computers with internet)
- 3.E-Library with 20 computers

4.Wi-Fi Network for students and staff

File Description	Documents

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

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

Sports Facilities: The college has at present certain games & sports facilities such as i) Standard Badminton Courts with full set of the games; ii) Common Room for mini indoor games; iii) Two sets of Carom Board; iv) Checkerboard sets v) Chinese Checker sets; vi) Discus Throw; vii) Javelins; viii) Basketball Court and so on. Due to pandemic, no sports events were conducted this year.

Two students participated in the District Level Badminton Competition organized by District Sports Association, Karimganj on Jan 2021 and bagged 1st Prize.

Gymnasium: The students use to go to the gym centre. The students are benefited both physically and mentally by using the gym. Due to pandemic this Gym facility was not used this year.

Facilities for Cultural activities: Cultural events are held in the auditorium. In the occasions of large cultural events, make-shift stage/platform is temporarily made on the lawn inside the campus.

Other Sports facilities utilized by the college: Due to insufficiency in facilities of training and organizing sports, the institution used other's school infrastructure which is available in the town area.

Yoga Centre: Yoga training is imparted almost every year with the help of one instructor of Yoga of the valley.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

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

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

1765135

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**View File**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**View File**

4.2 - Library as a Learning Resource

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

The library is a well stocked, air conditioned, ICT and Wi-Fi enabled that is spanning over a covered area of 2500 sq. ft. The library building has stack areas, reading room, faculty corner and space for various other activities. The reading room has a sitting capacity of 50students. Library has a collection of reference and textbooks, Magazines, Newspapers, question papers etc in print format. Besides the library has subscription of Nlist (ebooks and ejounals). Library is using SOUL 2.0 version as the Library Management software for the automation. The OPAC is used to search the collection of books, We are planning to start a digital library and for this purpose we are scanning the question papers, rare and fragile books, particular topics, college magazines, etc .

Outreach during pandemic period. A library whatsgroup 'RSCOLLEGE LIBRARY' was created on 03/05/2020 and the documents that were required during that time were syllabus, question papers, topic or chapter of a book etc

The library holdings is given below.

Sl.No.

Documents

Numbers

01

Books (Total)

19755(31.03.2021)

02

Periodicals bound volumes

17

03

Reference Books

412

04

Newspaper

2

05

Book-Bank

587

06

Print Journals/Magazines

3

07

Remedial course books for SC/ST's and Minorities

801+65=866

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

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

4431.00

File Description	Documents
Any additional information	**View File**
Audited statements of accounts	**View File**

Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**View File**

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

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

13

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

4.3 - IT Infrastructure

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

This College is frequently updating and providing the IT facilities in the college campus.Each HOD has a departmental laptop,library and office has computers,software and equipment as per their requirements.The college has web administrator who maintains and update the college website with the regular interaction with the Coordinator IQAC.All the computers in the Administrative,Academic and Accounts sections are installed with necessary peripherals like printer,scanner,Xerox etc.All the computers are connected with internet facilities.Entire college campus is enabled with Wi-Fi facilities that are updated to ensure uninterupted internet.The internet plan on 31.01.2019 was BBG Combo ULD 945 and the updated plan on 01.03.2021 was FIBRE PREMIUM PLUS which is still in use for accessing internet.The college campus including college auditorium,hostel and canteen also has wi-fi availability .Students use the computers at library for accessing NLIST and other online resources.The college is upgraded with computerized student mangement system.There are ICT Cell,Website Cell and Digital learning Cell that meets regularly for the planning and monitoring the IT facilities in the college.

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

4.3.2 - Number of Computers

37

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

659993.50

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

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

The College constituted several sub committees/cells for overall management and smooth functioning of the entire academic and support facilities as follows.

Physical facilities:

Staffs are employed to maintain hygiene & cleanliness, wash rooms and sitting rooms are well maintained. Dustbins are placed at suitable places in the college campus. An electrician is appointed to look after generator and electrical installations.

Academic facilities: Personals are appointed for maintaining cleanliness in classrooms, staffrooms, seminar halls, laboratories, libraries, hostels etc.

Library: Librarian with support staffs are appointed for the exhaustive use of library resources. Books are purchased in consultation with the HOD's. Library is using Soul 2.0 for its automation purpose. There are library rules and regulations for using the library facilities.

Sports Complex: Sports committee looks after the maintenance and utilization of sports equipment's of the college.

Classrooms: The classrooms are under the overall supervision of the College Development Committee..

Sl. No.

Name of Department

Name of Person

Phone No.

1

Electricity

Sri Ajay Das

9401132200

2

College Canteen

Smt. Mon Kumari Chetri

9365796794

3

Computer Maintenance

Computer Zone

9435075392

4

Plumber

Sri Niju Ahmed

8399856413

5

Security (Night Guard)

Sri Dilip Chetri

6003226163

6

Hostel (Super)

Smt. Babli Chakraborty

9435911861

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1141

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**View File**
Upload any additional information	**View File**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**View File**

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

File Description	Documents
Link to institutional website	**http://www.rabindrasadangirlscollege.in/iqac/activities.aspx**
Any additional information	**View File**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

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

150

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

200

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**View File**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

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

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

5.2.2.1 - Number of outgoing student progression to higher education

33

File Description	Documents
Upload supporting data for student/alumni	**View File**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**View File**

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

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

7

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

5.3 - Student Participation and Activities

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

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

1

File Description	Documents
e-copies of award letters and certificates	**View File**
Any additional information	**View File**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

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

The students' council of Rabindrasadan Girls' College, known as Rabindrasadan Girls' College Students' Union, has been actively engaged in various administrative, co-curricular and extracurricular activities of the college. The council actively participates in various student related events like college week, freshers' welcome, and different inter college competitions organized by universities and others organizations. However, in the current year their participation remained restricted due to continuos spread of deadly Covid-19 pandemic. Some of the

office bearer of students' council is the member of the college administrative body like project monitoring committee of RUSA, Anti-Ragging Committee, Anti-Sexual Harassment Committee and Grievance Redressal Cell, College Disciplinary Committee and IQAC.

TheStudents' Union of the college, theNSS unit,Red Ribbon Club and NCC unitrendersocial services at the time of emergency and during normal situations too. During the time of Covid-19 pandemic they held awareness camps and helped in the vaccination process at the college campus. Some of the notable activities carried onby the students' were Saraswati Puja celebration on 16 th Feb, 2021,International Yoga Day on 21 st June, 2021 etc. Counting on their interest in sports, some of the students have participated in District Level Badminton Championship and even bagged First Prize. However, due to continuos spread of Covid-19 pandemic various students' related activities in the collge remained suspended as per the notifications passed by the Govt. of Assam on regular basis in order to keep the students safe from Covid virus.

File Description	Documents
Paste link for additional information	**http://rabindrasadangirlscollege.in/iqac-files/activities/Students%20Activities%202020-21.pdf**
Upload any additional information	**View File**

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

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

1

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**View File**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

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

The alumni association of Rabindrasadan Girls' College confers active participation in different aspects of the college and alumni of different departments directly remain in contact with their respective departments and exchange ideas for development of the department. The alumni association contributes through various other means:

Book contribution: Alumni of different departments contribute to the department through book donation. Some alumni of Economics/Philosophy/Sanskrit/Education/Political Science/History department have donated a good number of books to the department.

Alumni meet: Rabindrasadan Girls' College has a tradition of inviting alumni for annual alumni meet. In this meet alumni get chance to reconnect with their alma mater and old friends. This is the best platform for networking and sharing new ideas. These inputs prove to be helpful for the academicians to mould the aspiring students.

Entrepreneurship awareness: Some of our alumni have enlightened the students by sharing their challenges and success stories in different meetings. Three active alumni of this college Arpitasree/ Dutta/Arpita Das and Chabi Das have delivered their motivational speech in various events of the college.

Financial assistance: The alumni of the institution regularly contribute funds for different developmental activities. During this year alumni have contributed fund for organizing various awareness programme in different departments. As per decision of the meeting of the Alumni Association, two departments have been paid an amount of Rs.2000/-each for conducting awareness programme.

File Description	Documents
Paste link for additional information	http://www.rabindrasadangirlscollege.in/alumni/Alumni%20Engagement%202020-21.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Rabindrasadan Girls' College is one of the leading women-colleges of Assam. Since its inception, the college has been catering to the educational needs of the girl students. With the passage of time many changes have occurred, but the college has retained its mission of imparting education amidst all hardship and hurdles. The mission of this college is to bring about a Social, Economic, moral and value – based upliftment of the people of various parts of Assam and its neighbouring states, especially people of the districts of Karimganj. As an institution established exclusively for girls we are always conscious of the necessity of education as an important milestone of women empowerment because it enables them to face the challenges, to confront their traditional role and change their life. . Education encourages women especially the rural women to take advantage of the various schemes like Sarva Shiksha Abhiyan, Operation Black-Board, and Total Literacy Programmes etc. The college is firmly committed to the fulfillment of those schemes that cater to the requirements of the present age.

File Description	Documents
Paste link for additional information	**http://www.rabindrasadangirlscollege.in/MissionVision.aspx**
Upload any additional information	**View File**

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

Rabindrasadan Girls' College as a provincialised college has a built in three level system of hierarchy of academic administration and leadership. The affiliating university and the Government of Assam constitutes the apex of the hierarchy; the Principal is the overall head of both the academic and administrative affairs of the college at the institutional level. 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.

Committees and Cells: The College has a hierarchical organization structure that executes the work by delegating responsibilities to the committees and cells.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.

File Description	Documents
Paste link for additional information	**http://www.rabindrasadangirlscollege.in/committiees/Various%20Committee%202020-21.pdf**
Upload any additional information	**View File**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic/Perspective Plan

It is the College's plan to keep updating teaching, learning and evaluation to the latest, and to make it more efficient and meaningful.

The Institution is emphasizing the use of e-governance and digitalization of academic and administrative processes.

In this year of online study, teachers have been encouraged to familiarize themselves with the use of Online Meeting Platforms, and related ICT tools, in order to work towards its goal of effective, adaptive and meaningful learning.

Teachers are encouraged to take up research work and increase the number of publications.

The college is committed to providing student support through academic mentoring and counselling by teachers (tutorial system).

The institution is committed to renovation of old classrooms with thrust on furniture, electrification, paints etc.

The institution is planning to Enrich the central college library with text books, reference books and books on the competitive exams etc.

The institution is planning to introduce some more UG courses on the self finance basis to cater to the needs of the students.

The institution is committed to Improve the students' participation in various curricular and extracurricular activities like sports, and other competitions like elocution, debating, poster competition, essay writing etc.

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.2.2 – The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Rabindrasadan Girls' College is a provincialized college under Govt. of Assam and affiliated to Assam University, Silchar. The Governing Body (GB), headed by President is the highest decision making body and play a major role in guiding and planning the various strategies in relation to management of the college. The Principal being Secretary of the GB executes all functioning as per decision and approval of the GB. The College is regulated by the guidelines as set in the Assam Provincialised Colleges and Assam Non- Government Management Rules, 2001, which includes the powers, role, and composition of the Governing Body, the Principal, and other stake holders, as also the mode of selection, appointment, function of teachers, support staff etc,.

File Description	Documents
Paste link for additional information	**Nil**

Link to Organogram of the Institution webpage	**http://www.rabindrasadangirlscollege.in/PrincipalOffice.aspx**
Upload any additional information	**View File**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

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

6.3 - Faculty Empowerment Strategies

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

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 rates; Health check up facilitation provided by medical cel;l

Duty leaves are granted to faculty members for attending orientation, refreshers, seminars andworkshops;

Non teaching

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 CreditCo-operative Society Limited for loans at a short notice.

File Description	Documents	
Paste link for additional information	http://www.rabindrasadangirlscollege.in/welfare/Welfare%20Measure%20for%20Teaching%20&Non-Teaching%20Staff%202020-21.pdf	
Upload any additional information	**View File**	

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

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

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

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

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**View File**
Reports of Academic Staff College or similar centers	**View File**
Upload any additional information	**View File**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**View File**

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

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

19

File Description	Documents

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

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

The required manpower of the college is analysed timely and recruitment is done accordingly as per the guidelines provided by the UGC and Directorate of Higher Education (DHE, Government of Assam) for both sanctioned and non-sanctioned vacancies. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion of the teachers and Librarians should be subject to the Academic Performance lndicator (API) criteria and Performance Based Appraisal System (PBAS) norms laid out in the U.G.C. regulations, i.e. 30th June, 2010 and amended from time to time. ln pursuance of the above, the Govt. of Assam declares guidelines through gazette notifications, regarding career advancement of college teachers in Assam. The College authority submits Annual Performance Report (APR) for individual teacher to the DHE for promotional considerations to the next grade. The performance of the faculty members is evaluated at regular intervals through feedback system. The Performance appraisal of non-teaching staff is subjected to the rules and guidelines of the Government of Assam. The authority monitors the performance of non-teaching staff and submits the report to the DHE for further promotional measures.

File Description	Documents
Paste link for additional information	**https://www.efluniversity.ac.in/Documents/CAS/UGC%20REGULATIONS%202010.pdf**
Upload any additional information	**View File**

6.4 - Financial Management and Resource Mobilization

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

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. The RUSA fund is also audited by the Head Office of RUSA (Assam).Financial audit at Rabindrasadan Girls'College is done at two different levelsInternal Audit External Audit Internal Audit is done by the internal auditors who have served at the office of the Accountant

File Description	Documents
Paste link for additional information	**http://www.rabindrasadangirlscollege.in/audit-files/Audit%20Report%202020-21.pdf**
Upload any additional information	**View File**

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

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

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**View File**

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

The primary sources of funds are the State government which is utilised for the salaries of the staff. The other sources of revenues such as fees received from students as tuition fee, hostel fee, etc. are utilised for running and maintaining the academic programmes of the college, general overheads, general maintenance, etc. For major capital expenditures, funds are received from the state government as well as the Rashtriya Uchchatar Shiksha Abhiyan (RUSA). The College

Development Committee and the Construction Committee conduct meetings from time to time to decide on the various courses of actions and related mobilization of funds. The institute also generates funds from its corpus as a caution to take contingency measures. Regarding the optimal utilization of resources, all the physical resources like the college infrastructure have been used as an examination centre by various government job related and professional examinations. The classrooms are being used beyond class purposes in respect of various extracurricular activities meant for students. The intellectual resources as the human resource of the college engage in various research and societal development activities.The institution generates fund through collection of admission fees, examination fees and various sources and the fund collected are used in many institutional strategies.

File Description	Documents
Paste link for additional information	**NIL**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance (IQAC) has its significant contributions for institutionalizing the quality assurance strategies and process. The IQAC does not compromise with anything that devalues quality of the students. In view of the academic excellence, the IQAC used to convene IQAC-teacher meet, teacher-student meet and teacher-guardian meet periodically.

The IQAC gets the students involved in the program organized by the NSS, NCC and any other activities like seminar social services, games & sports, yoga and etc. related to their academic education.

With the initiative of the IQAC, many programs like, seminar, awareness on entrepreneurship and etc. have been organized. Besides, job oriented course in the private sector has been introduced in the college to benefit the students.

The IQAC keeps on watching if classes are held at per scheduled routine in the college campus. If found anything that required an urgent need of attention, the matter is passed over to the Principal for necessary action.

File Description	Documents
Paste link for additional information	**NA**
Upload any additional information	**No File Uploaded**

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

Students' feedback on faculty, teaching learning process and evaluation:

Students feedback significantly shows the actual quality of teaching learning process. The students' feedback is conducted in a systematic way as Firstly, all the students' feedback on faculty; teaching learning process and evaluation are accepted so that the existing teaching learning pedagogy can be depicted. Secondly, after assessing the feedback, received from students, any teacher if found to be having unsatisfactory performance are inculcated with the scope of improvement accordingly. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

Continuous evaluation criterias and techniques by different departments: Evaluation criteria's as sessional examinations, assignments, group discussions, seminar paper presentations etc. have been conducted time to time for each session for continuous evaluation of learners performance. Moreover, remedial and tutorial classes have been incorporated in the class curriculum for facilitating the learners to enable them to clarify their respective doubts. The Principal as the chairman of IQAC along with all its members regularly monitors and takes all initiatives for the availability and optimum utilization of resources like audio-visual teaching aids for effective teaching learning process.

File Description	Documents
Paste link for additional information	**http://www.rabindrasadangirlscollege.in/feedback-files/FEEDBACK%20FROM%20STAKEHOLDERS%202020-2021.pdf**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	**D. Any 1 of the above**

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**http://www.rabindrasadangirlscollege.in/feedback-files/FEEDBACK%20FROM%20STAKEHOLDERS%202020-2021.pdf**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**View File**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college recognises the unique needs of female students and avariety of options catering to the interests and needs of women and girls are made available. The college campus and the dormitory campus are concrete walled and the gates are constantly monitored to ensure the protection and security of the female students. The whole campus, including all hallways, the library, exam rooms, and other key locations, are constantly monitored by cameras. While classes are in session, the campus is patrolled often by the administration, faculty, and Principal. The college has a "Discipline Committee" that watches over students during college hours to make sure everyone, especially the girls and ladies, stays safe. As a means of achieving gender equality and empowering female students a Women's Cell is formed to advocate for gender equality at the college. The Women's Cell's mission is to raise awareness among the college's student body and faculty about discrimination based on gender, as well as women's rights, welfare, and empowerment. This section discusses initiatives and programmes that promote gender equality in power structures

and resource distribution. The cell has successfully organised awareness programmes over the few years to sensitise students and the local community about topics including gender, sexual harassment, women's health (both physical and mental), and job possibilities.

File Description	Documents
Annual gender sensitization action plan	**NA**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**NA**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**View File**

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

Solid Waste Management: To achieve effective waste management, the college ensures that solid waste is segregated at source as bio degradable and non-degradable. Dustbins are placed at all departments and corridors for disposal of dry wastage. The institution has one ironmade tank for storing solid non-degradable waste and every week the Karimganj Municipal Board official van collects the whole waste from the tank and disposes them at the landfill site authorized by the Municipality. Solid waste in the form of dried leaves, vegetable waste etc. is dumped in the compost pit. The paper waste produced from departments, library, examination office, administrative offices, hostels, are disposed through vendors. The wastes are properly stacked in designated place and later disposed through vendors for proper waste management. The college has taken measures to reduce plastic pollution on campus, with a particular focus on the reduction and

elimination of plastic bottles, single-use plastic bags etc. Every year World Environment Day is celebrated to encourage awareness and environmental protection.

Liquid Waste Management: Liquid waste in the college generated from canteen, hostels and residential quarters are managed through proper drainage system and sewers. The college do not have any sewage treatment plant yet.

E-waste management—E-waste are stored in a secured place and outsourcing services are availed for proper disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles	B. Any 3 of the above

3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan)	**E. None of the above**

**accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen
    reading**

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

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

Our state is a land of unity in diversity and that is why our institution and students respect different religion, language, dialect and culture. We consider the college as our second home and all faculties and students are treated as family members. We celebrate the cultural and linguistic diversity of the state in different manners. The diversity of the state is reflected and celebrated at the Annual College Week through traditional dress competitions, traditional dance competitions, ethnic food preparing competitions etc. Through such activities, students get exposure to the rich cultural heritage of the state and learn to develop tolerance and harmony towards cultural, regional linguistic, communal socioeconomic and other diversities. This also creates an inclusive environment in the college and society. By observing world environment day on 5th June evry year the college tries to bring the stakeholders under the instituional umbrella in providing inclusive environment.

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

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

India is a diverse country with different backgrounds viz, cultural, social, economic, linguistic and ethnic diversities governed and guided by the constitution irrespective of caste, religion race and sex. The Rabindrasadan Girls' College sensitizes the students and employees about the constitutional obligations, value, rights, duties and responsibilities of citizens. The college also strives to inculcate the knowledge, values and skills necessary for sustaining one's life by providing an effective, accessible and affordable learning environment. The students are encouraged to participate in various programmes held in the college or other institutions. They are involved in cleanliness drives, environmental awareness programmes, health & sanitization camps, National Voters' day, Constitution Day and other experiential learning activities.In addition, quotes by eminent personalities are inscribed on notice board of the college to motivate students towards duties, rights and responsibilities and values.

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

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

File Description	Documents

Code of ethics policy document	**View File**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**View File**
Any other relevant information	**View File**

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

The institution organises and celebrates notable national and international commemorative days, events, and festivals primarily for two reasons: (a) to focus on and appreciate the values for which the particular days are remembered and to show solidarity with the people of the nation and the world; and (b) to embrace all sections of the community by giving due respect and importance to the diverse cultural backgrounds of students who attend the institution. The following are examples of celebrations honouring national and international figures that have been held at this institution:

a. Independence Day, 15th August 2020

b. Constitutional Day, 26th Nov. 2020

c. Republic Day, 26th January 2021

d. International Women's Day, 8th March 2021

e.Observation of National Voters' Day on 25 January

f. Observation of Youth Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**View File**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**View File**

7.2 - Best Practices

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

1.Title: Use of Effective and relevant Teaching, Learning & Assessment Methods

Objectives of the Practice:The best practices adopted envisage use of effective and relevant Teaching, Learning & Assessment Methods, and to make up actions towards student performance improvement.

The Context:Execution of best practices selected envisages special attention to struggling students, and optimum use of technological tools.

Practice:

1. **Remedial or extra classes**
2. **Personalized coaching**
3. **Assisted with notes suitable for their levels**
4. **Technological support**

Evidence of Success: Pass percentage increased but longer time frame is needed to achieve the goal.

Problems Encountered and Resources Required:

*Remedial coaching with optimum accommodation in the class routinesis a challenging task.*Use of technological tools for teachers, and presence of adequate computers needs to be addressed to.

2.Title: Out-reach activities to sensitize students towards social responsibilities

Objectives :To involve students in various society and community related outreach programs and to inculcate the moral values among the students.

The context :Outreach programs sensitize students towards their duties and responsibilities within the society and community

The Practice: The college regularly conducts various outreach programs by involving students especially NSS caders to serve the local community.

Evidence of success: It has enhanced the social networking among students.

Problems Encountered and Resources Required: During outreach programme it is noticed that more attention is required to improve the medical facility of the locality.

File Description	Documents
Best practices in the Institutional web site	**View File**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Established in 1962, Rabindrasadan Girls' College has served its community and beyond since its founding. East Pakistan's 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.

File Description	Documents
Appropriate web in the Institutional website	**View File**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year i.e. 2021-2022

1. Introduction of new need based certificate courses
2. To publish research papers in reputed Scopus/UGC care listed journal
3. Organization of Workshop/Conference by online mode
4. More extension and outreach activities to be initiated .

  5. To update college website continuously.
  6. To arrange Alumni association meeting by offline/Online mode
  7. To enhance the No. of books in college library
  8. To develop more ICTenabled classrooms.
  9. The College plans to initiate the process of rain water harvesting.
 10. The college plans to renovate the canteen.
 11. To organise Career Counselling and Personality Development programme.