



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

RABINDRASADAN GIRLS' COLLEGE, KARIMGANJ

MAIN ROAD P.O.KARIMGANJ DIST. KARIMGANJ ASSAM
788710

www.rabindrasadangirlscollege.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rabindrasadan Girls' College, Karimganj is a premier institute for the girl students in the southern most of Assam, many of whom come from a rural background and from economically and socially disadvantaged groups. Established in 1962, In order to provide a path to higher education for these girls, Rabindrasadan Girls' College was conceived. Since then, there has been a huge influx of students looking for higher education in and around the town of Karimganj, partially due to the large-scale movement of migrants from the East Pakistan, now Bangladesh. Rabindrasadan Girls' College was established with the firm conviction that it will never pursue an exclusive or inclusive 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.

The college is affiliated to Assam University, Silchar. The first batch of students obtained B.A. degree in the year 1964. In 1965, Honours in English, Political Science and Economics were opened. By 1994, honours teaching in History, Philosophy, Sanskrit were opened. In addition to formal education, students are also provided with various facilities like NCC, NSS, and Youth Red Cross to boost their extra-curricular activities. Many students who have established themselves in different fields of the society are the proud alumni of this college. It got its first cycle of accreditation with B+ in the year 2004 and B grade in its second cycle in January,2011 by the NAAC. Keeping up its tradition for quality improvement and sustenance, the institute has made tremendous growth in the field of teaching, research and infrastructure over these years. From a very humble and sincere beginning some six decades back, the institution has grown to its present stature with its own massive building, Hostel Superintendent Quarter, library, laboratories, gymnasium, smart class room, computer laboratory., playground, basket ball court, hostels and all other required infrastructural facilities with Nineteen under-graduate programs. With committed and dedicated faculties and an equally disciplined, devoted and duty bound non-teaching staff the college lives up to its glorious tradition of imparting right kind of value system in the minds of the budding scholars.

Vision

Rabindrasadan Girls' College has completed 61 years of its glorious journey and fulfilled the aspirations of people of Karimganj district in particular and Southern Assam in general. This institution has been striving continuously to impart quality education to its aspirants of all disciplines and to sustain its past glory. To develop enlightened and intellectually competent human resource through its endeavour to imbibe moral, ethical and spiritual values and discipline Rabindrasadan Girls' College was established in 1962 with a defined socio-economic objective. Rabindrasadan Girls' College was conceptualized as a destination of higher education for the students from these refugee families. Right from the beginning, therefore, the builders of this institution resolved that Rabindrasadan Girls' College would never run after elitist identity. The College management down the years has always strived to reach out to the most deprived sections of the society in imparting higher education. High-end clientele has never been a goal post for the College. Catering to the demand for higher education from the socially and economically disadvantaged strata of the society located over a large and diverse geographical jurisdiction has been always high on agenda for the College. Over the six decades of its existence, however, there has been regular change in the attitude in order to cope with the

changing scenario of higher education in the country. Improvement of infrastructure is a continuous process and this College is making relentless efforts to augment its infrastructure with an eye towards the present needs and future demand. The College has constantly kept up its mission to aspire and strive for excellence in education by developing and sharpening the intellectual and human potential of the learners for the good of society and of the stake holders. The ideal upheld has been to prepare good graduates who can play effective role in the bigger field of life as good human beings.

Mission

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 district of Karimganj. As an institution established exclusively for girls the college community 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. India can become a developed nation only if women contribute to the best of their capacity and ability which is possible when they are educated and empowered.

Education gives power to women to become strong physically by giving her knowledge about sports, exercise, health- related aspects and good physical health; this will definitely benefit her mental health. 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.

Mission

1. To inculcate the basic spirit of the Tagorean perception of total education.
2. To impart quality education to students and to maintain academic excellence.
3. To help the students to maximize their potentials.
4. To promote women education in this region with special emphasis on needs of Minorities, Scheduled Castes, Scheduled Tribes and Other Backward Communities.
5. To integrate students to the total socio-economic development of the community.
6. Free interactions between Teachers and Students.
7. To prepare the students to face the challenges of the fast changing world.
8. To inculcate the real values of life to make students responsible citizens responsive to social needs.
9. To promote the up-graded technological knowledge.
10. To promote self-financing agencies for generation of fund:

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

INSTITUTIONAL STRENGTH:

1. Only women's college in the District of Karimganj. Attractive for its peaceful, apolitical, cooperative and pro-academic atmosphere.

2. Highly qualified, experienced and dedicated faculty members.
3. Students involvement in developmental activities of the institution
4. Better understanding among the teachers and the students.
5. Better coordination among the stakeholders of the college
6. Centrally located, safe, secured and congenial environment
7. Active involvement of Alumni in the development of the institution
8. Disciplined, constructive and positive attitude of students
9. Ragging-free campus
10. Total ban on use of Tobacco and plastic in the campus.
11. Zonal centre for university examinations.

Institutional Weakness

WEAKNESS:

1. Inadequate space for major expansion of physical facilities.
2. Lack of industrial linkages.
3. Limited scope for resource mobilization for catering to the growing needs of institution.
4. Inadequate job-oriented courses/programmes and very limited placement opportunities.
5. A major portion of students hail from poor socio-economic background.
6. Many classrooms are yet to be made ITC enabled.
7. Most of our students are from the financially weak section of the society and rural areas.
8. Students' ineffective communication skills in English
9. Lack of sponsored Research projects.
10. Lack of space for outdoor sports activities
11. Shortage of office staff.
12. Scope for opening Science stream.

13. Financial burden has to be borne by college to pay the salary of temporary office staff, Day and Night Guard staff.

14. Commerce stream is yet to be provincialised.

15. Mass Communication Department is yet to be provincialised.

Institutional Opportunity

OPPORTUNITIES:

1. Possibility to Increase the innovation and extension activities in rural areas and harness local talents.
2. MoU opportunity with various Educational Institutions, NGOs and Farms.
3. To introduce skill-based Add-on courses for self-employability of students.
4. Enhancing sports facility for students
5. Research oriented innovative mindset can be inculcated among the students'.
6. The College can hold talks to orient the students towards ethical and moral values.
7. To enrich the quality of higher education and quality of teaching by extending the facility of digital infrastructure.
8. To introduce new stream like science.
9. To increase the number of books in the college library.
10. There is a vast scope of starting PG courses in some subjects in the near future.
11. Scope to collaborate with other Institutions of eminence and industry houses for interdisciplinary training/research activities.
12. Scope to undertake interdisciplinary research through partnering with our own sister institutions.
13. Strengthening community engagement by active participation in socio-economic programmes in the nearby rural areas.

Institutional Challenge

CHALLENGES:

- 1.The College is bound by the rules and regulations of the affiliating university (Assam University, Silchar) in terms of curriculum and Academic Calendar.
2. Improving employability of graduates
3. Absence of skilled based courses for students.
4. Resource mobilisation for growing needs of the institution.
- 5.Shortage of regular faculties
6. Shortage of Non-teaching staff

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

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 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. 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. Parent- teachers meets are also conducted for more effective curriculum delivery by taking suggestions and other aspects to develop a better environment for curriculum delivery. An academic calendar is prepared for each academic session and the institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation (CIE). To bring the uniformity and timely completion of the syllabus, internal and external exams and other relevant activities are conducted. 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. Regular visit to the library is made mandatory for the students. Making curriculum student centric, students use to take part in field work, project work and excursion etc. The college conducts end-semester examinations and other internal assessment works, such as assignments, seminar presentations as per the academic calendar prepared for a specific academic session. Institution integrates crosscutting issues such as climate change and environmental education which are already taught in the UG level.

Teaching-learning and Evaluation

Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences. As an affiliated college, the institution follows the common curriculum, evaluation and assessment procedures designed by Assam University, Silchar for all its affiliated undergraduate colleges. However, keeping in mind the localised needs of the students, the college have adopted different pedagogical approaches to make learning more student-centric. Student seminars are conducted by all departments which help students acquire extensive knowledge of specific topics and also cultivate their communication skills. Students are taken for field trips and study tours to boost experiential learning. Collaborative learning is endorsed through activities under various forums such as National Service Scheme, Red Ribbon, NCC and many other societies formed by various departments to foster humanitarian values, networking and team spirit. 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, one computer laboratory and ICT enabled auditorium hall. Students can easily access e-books and ejournals through the college library. WhatsApp groups have been created to facilitate active, collaborative and independent learning beyond the classrooms. Rabindrasadan Girls' College is a constituent college of Assam university, Silchar. In respect of syllabi, examination and evaluation, the college is guided by the regulations formulated by the university. The College strictly follows all the evaluation norms framed by Assam University. Information regarding evaluative processes is communicated to the students through the lectures by the concerned HOD , College notice boards and its website - College notice boards and college website are used to communicate specific information such as dates of conduct of sessional exam, submission dates for assignments etc. (3) Internal assessment outcomes are displayed in the college notice boards and website. This data is sent to the University after student acknowledgement.

Research, Innovations and Extension

Majority of the faculty members of the Institution undertook research work and completed PhD. Faculty members used to take part in State and National level seminars, conferences and workshops to upgrade their academic excellence. Students are also encouraged to write project proposals and carry out socio economic surveys. A total number of 6 research papers, and a total of 38 chapters were duly incorporated and published in various edited volumes and books from 2018-2023.

The college has active and functional National Service Scheme, National Cadet Corps, Youth Red Cross, Women's Cell, Thrift and Credit Cooperative society. Every year, the college NSS and NCC units engage themselves in cleanliness programme, Environmental awareness Programme, Blood donation camp, Health awareness camp, Science awareness programme, legal awareness etc. in the outskirts and adopted village. The College celebrates different days of national significance and international importance like Republic Day, Independence Day, National Youth Day, Netaji 's Birthday, Rabindra Jayanti, Teacherrs' Day, Gandhi Jayanti, World Environment Day, International Yoga Day, International Women's Day, etc. The college has organized seminars, Guest lectures, Environment awareness Programme, etc. to create awareness among the students. The college has 03 functional MoUs for exchange of academic ideas.

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. 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 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.

Infrastructure and Learning Resources

In terms of infrastructure, Rabindrasadan Girls' College is one of the best colleges in this region. The college possesses 20 Classrooms (5 large with seating capacity of 160-200 students, 6 medium with capacity of 120-150 students, 9 small with seating capacity 40-100), two Laboratories of Mass Communication and Computer Laboratory with internet facilities, two Smart Classrooms with sitting capacity of 40 students and a well-stocked, air conditioned, ICT enabled library with a collection of more than 18000 books and other resources.

Administrative Infrastructure: Office of the Principal, IQAC Unit and Hostel Superintendent Office (for Hostel Management).

Academic/Student Support Infrastructure: Common Room for faculties and students, , NCC Room and NSS room, a College Auditorium (with seating capacity of 180), Conference hall ((with seating capacity of 60 persons used for meetings and conducting seminars/Webinars). The college has Gymnasium Center and a Counseling Service Room. The college has residential facility for 120 students in Girls Hostel. The college has Canteen for students and staffs. There is a provision of CCTV Surveillance (24 hours), a Photocopy Shop and two generators with 62.5 KVA capacities are available in the college.

Cultural activities: Rabindrasadan Girls' College organizes Sports and cultural activities regularly on various occasions. In 2022-23 various series of cultural events were organized under Har-Ghar Tiranga and celebration of Bir Lachit Borphukan's 400th birth anniversary. Other events celebrated were Rabindra Jayanti, Teachers' Day, Gandhi Jayanti, Women's Day celebration, Netaji Birthday celebration, National Youth Day, Republic Day celebration, Voters day celebration, Fresher's welcome programme, Alumni Meet, Farewell ceremony and Saraswati puja celebrations. Cultural events are held in the auditorium which can accommodate more than 200 students.

Sports Facilities: The college students participated and won in the Inter college Kabaddi tournament, Badminton Championship, Inter district Cricket tournament, Athletics Meet etc. The open space at the side and a wide and long lawn inside the main campus of the college are used for minor games and some outdoor games.

Gymnasium: This facility has been utilized by the students under the supervision of Gym-Instructor or Teacher –in –Charge.

Yoga Centre: The College is imparting regular Yoga training to the students with the help of a trained Yoga Instructor.

Student Support and Progression

To cater to the need of the day and to create a conducive environment for holistic development of the students' community, proper care is taken. The college offers various scholarships such as Post-Matric Scholarship Fee Waiver Scheme, and Ishan Uday Scheme being sponsored by the State Govt. The Government provides free admission to the students coming from downtrodden section of the society where parental income stands below 2 Lakh.

To improve the physical and mental height of the students, the college has established a Gymnasium & Yoga Centre for the students where trained instructors are appointed to train the students and upgrade their level of physical fitness. There is a play court inside the college where the students can engage themselves in various sports activities. The college runs a Computer Centre where Certificate courses are conducted. The career guidance and placement cell organises various skill development programme. Students under the guidance of various committee take part in various activities during college week, freshers welcome, farewell and NCC & NSS activities. The Alumni Association exists in the college which renders its service in various spheres for all-round development of the society in general and the college in particular.

Some of the students are included in the college administrative body like IQAC, project monitoring committee of RUSA, Anti-Ragging Committee, Anti-Sexual Harassment Committee and Grievance Redressal Cell and College Disciplinary Committee. The NSS unit, Red Ribbon Club and NCC unit of Rabindrasadan Girls' College conduct and participate in various social service-related activities not only in the college campus but also in various platforms outside the college campus. They take part in various social awareness activities like protection of environment, plantation of trees, Awareness on Women Empowerment, Protection of Girl Child, Blood Donation Camp etc. Like every year, the NCC Cadets takes part in March-Past competition which are held on Independence and Republic Day Celebration organized by the District authority of Karimganj, Assam.

Governance, Leadership and Management

The college strives at good governance as it is especially important in higher education. It recognises the role of good governance in order to manage relations among the stakeholders and to ensure that sustainability is achieved. The structure of governance is framed with the aim to fulfil the principles of:

- Adherence to purpose
- Dedication to the interests of stakeholders
- Robust well-informed decision-making
- Transparency
- Accountability.

These objectives of ideal governance are again achieved through coordination amongst the built-in

administrative system, management system and the stakeholders. We are striving for an expansion and extension of e-governance domains, already on place like LAN through which the functioning of all the branches is monitored by the Principal and designated staff and also Integrated Institutional Management System (IIS) named Digital Campus System (DCS). The college has implemented e-governance in the field of student admission, Finance and accounts such as implementation of PFMS, NEFT and disbursement of salary through the finassam portal and Assam University examination system. Being a provincialised college Rabindrasadan Girls' College has an in-built three-tier system of academic, administration and leadership. Principal of the College being the head of the institution is the overall head of both the academic and administrative affairs of the college at the institutional level. The college has a Governing Body for the purpose of ensuring participation of stakeholders in academic and administrative decisions and effective management of the institution, in teaching-learning, administrative and Co-curricular activities. The IQAC under the guidance of the Principal and GB has evolved a well-developed method to ensure quality yardsticks of academic and administrative activities. The non-teaching staff of the institution play an important role in decision making process through involvement in Governing Body and various committees.

The college conducts Internal Audit by itself, and External Audit is conducted by Directorate of Local Audit, Govt. of Assam. The institution has effective welfare measures and Performance Appraisal System for teaching and nonteaching staff as per government rules. The college has implemented e-governance in the field of student admission, Finance and accounts such as implementation of PFMS, NEFT and disbursement of salary through the portal (www.finassam.in) and university examination system for effective management.

Institutional Values and Best Practices

Since its inception, the institution served people regardless of their ethnicity, nationality, religion, education level, or financial condition. Everyone is accepted, tolerated, and treated fairly at this college. The students from North Eastern states including Barak Valley who take admission reflect a wide range of cultural, religious, linguistic, and socio-economic background. By enrolling students from all sections of society, the college encourages unity in diversity. Students in BPL category and with father's annual income Rs. 2 lakh or less is eligible for admission under the Fee Waiver Scheme. The cultural items performed by students on different occasions and various events depict a colourful reflection of the students' wide range of cultural variety and ethnicity. The yearly magazine of the college and the Wall Magazines of various departments portray the ethereal details of the cosmopolitan but harmonious aspect of the setting. The college helps students apply for and receive scholarships from a variety of sources, including Ishaan Uday, SUHIRD (MLA Scholarship, SC, ST, OBC, Minority, etc. and the college Poor Students' Aid Fund Scholarship, etc. All festivals and observances, such as Bhasha Sahid Diwas (19 May) and Rabindra Jayanti, National Youth Day, Sanskrit Diwas, Netaji's Birthday, Teachers' Day, Gandhi Jayanti, etc., are organized with due importance.

The college takes pride in its Best Practices. Some best practices of the college include:

1. Use of effective and relevant Teaching, Learning and Assessment Methods
2. Use of Information Communication Technology (ICT) in teaching learning process
3. Outreach activities to sensitize students towards social responsibilities.
4. Career counselling among the students
5. Student improvement programme to help the weaker students for improving their academic performance

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RABINDRASADAN GIRLS' COLLEGE, KARIMGANJ
Address	Main Road P.O.Karimganj DIST. Karimganj Assam
City	Karimganj
State	Assam
Pin	788710
Website	www.rabindrasadangirlscollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ashok Kumar Das	03843-260744	6000429731	-	rabindrasadancollege@gmail.com
IQAC / CIQA coordinator	Lallienzuol Hmar	-	7638818028	-	lhmar2012@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Assam University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	05-07-2004	View Document
12B of UGC	05-07-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Main Road P.O.Karimganj DIST. Karimganj Assam	Urban	1.266	3500

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted

UG	BA,Department Of English,English Hons	48	Higher Secondary Passed	English	50	43
UG	BA,Department Of English,English General	48	Higher Secondary Passed	English	25	15
UG	BA,Department Of Bengali,Bengali Hons	48	Higher Secondary Passed	Bengali	100	72
UG	BA,Department Of Bengali,Bengali General	48	Higher Secondary Passed	Bengali	75	68
UG	BA,Department Of Political Science,Political Hons	48	Higher Secondary Passed	English	100	76
UG	BA,Department Of Political Science,Political General	48	Higher Secondary Passed	English	150	141
UG	BA,Department Of Sanskrit,Sanskrit General	48	Higher Secondary Passed	English	25	15
UG	BA,Department Of Sanskrit,Sanskrit Hons	48	Higher Secondary Passed	English	75	53
UG	BA,Department Of History,History General	48	Higher Secondary Passed	English	75	54
UG	BA,Department Of History,History Hons	48	Higher Secondary Passed	English	100	81

UG	BA,Department Of Economics,Economics Hons	48	Higher Secondary Passed	English	50	35
UG	BA,Department Of Economics,Economics General	48	Higher Secondary Passed	English	25	15
UG	BA,Department Of Education,Education General	48	Higher Secondary Passed	English	50	31
UG	BA,Department Of Mathematics,Mathematics General	48	Higher Secondary Passed	English	25	0
UG	BA,Department Of Mathematics,Mathematics Hons	48	Higher Secondary Passed	English	25	0
UG	BA,Department Of Mass Communication,Mass Communication General	48	Higher Secondary Passed	English	25	16
UG	BCom,Department Of Commerce,Commerce General	48	Higher Secondary Passed	English	50	24
UG	BA,Department Of Philosophy,Philosophy General	48	Higher Secondary Passed	English	75	51
UG	BA,Department Of Philosophy,Philosophy Hons	48	Higher Secondary Passed	English	50	46

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				26			
Recruited	0	0	0	0	5	1	0	6	9	9	0	18
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	6	1	0	7
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	5	6	0	14
M.Phil.	0	0	0	1	0	0	2	1	0	4
PG	0	0	0	3	0	0	3	0	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	920	0	0	0	920
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Category		Year 1	Year 2	Year 3	Year 4	
SC	Male	0	0	0	0	
	Female	146	174	135	120	
	Others	0	0	0	0	
ST	Male	0	0	0	0	
	Female	12	13	11	15	
	Others	0	0	0	0	
OBC	Male	0	0	0	0	
	Female	141	194	189	183	
	Others	0	0	0	0	
General	Male	0	0	0	0	
	Female	582	753	723	689	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		881	1134	1058	1007	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Rabindrasadan Girls' College shall focus on a holistic and overall personality development of students by inculcating 21st century skills of learners. The college aims at imparting an education that shall develop the intellectual, aesthetic, social, physical, emotional and moral values in students. 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 tenants 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 University has made it compulsory to study "Environmental studies" in their regular curriculum as flexible and innovative curricula that includes credit-based courses and aims at environmental education towards the attainment of a holistic and multidisciplinary education and it 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 along with value in addition to their core discipline. Important days like National Youth Day, Jatiya Parakram Divas, Rabindra Jayantee, Martyars' Day, International Yoga Day, International Women's Day, World Environment Day, Teachers' Day, Gandhi Jayanti, Road Awareness Programmes are celebrated and observed bringing together all the disciplines of the college.</p>
2. Academic bank of credits (ABC):	<p>Academic Bank of Credits is a virtual store that maintains data about the credits earned by students throughout their educational life. The student is made a free bird on the horizon of a multidisciplinary bachelor's degree with multiple exit options. This could happen only because of the provision of the Academic Bank of Credits (ABC). The New</p>

	<p>Education Policy underlines the need for online and offline courses already included in the National Schemes. After all, instilling „skills? amongst students would be the aim of Higher Education. The skilled graduates are becoming a real asset to our nation. The student is made a free bird on the horizon of a multidisciplinary bachelor's degree with multiple exit options. This could happen only because of the provision of the Academic Bank of Credits (ABC).</p>
<p>3. Skill development:</p>	<p>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 development 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.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>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 to enhance their skills in these areas by attending Faculty Development Programme(FDP), Refresher courses, Seminars and Conferences. Workshops are arranged for the creation of awareness</p>

	<p>towards the importance of the Indian language and culture, like Yoga day, Art exhibitions, Sanskrit Day 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 extracurricular activities that may help to preserve our age-old traditions, customs and beliefs. Sanskrit, being the mother of all modern Indian languages and treasure house of rich Indian knowledge system, has been taught in the College right from its inception. The Department of Sanskrit takes the privilege to organize Short Term Spoken Sanskrit Courses for anyone who is interested to be well conversant in Spoken Sanskrit. The enthusiastic participation of the students and faculty members even from other disciplines authenticate the popularity of the said programme.</p>
5. Focus on Outcome based education (OBE):	<p>Rabindrasadan Girls' College, one of the oldest hubs of Higher Education in Barak 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</p>

	<p>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 uninterrupted 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.</p>
<p>6. Distance education/online education:</p>	<p>The college's teaching and learning process is conducted in a offline format, with constant monitoring and assessment to allow for prompt intervention to help students understand and overcome their weaknesses. Students at the institute continued to attend classes physically. Apart from offline teaching, all teachers nowadays use Google Classroom to effectively provide educational materials to their pupils. During pandemic situation the College organized online classes and teachers delivered their lectures in online mode by utilizing various online platforms to make the teaching-learning spirit alive among the teachers and students . As a corollary to the pandemic situation the faculty members took recourse to online teaching and did developed their skill to make the classroom teaching organized and more effective. The institute's CAGC (Career Guidance and placement Cell) is responsible for ensuring that all majors' students have access to high-quality career development programmes. This is because the affiliated university has not yet begun offering remote learning courses at the undergraduate level. However, the advent of online classrooms like Google Meet, Zoom, You Tube and similar platforms has given our traditional approach to education a whole new dimension. The introduction of online mode of education along with offline mode allowed students to upgrade their level of academic excellence keeping parity with other hubs of Higher Educational Institutions. As a result a new dimension in the arena of academic exercise has been evolved to cater to the need of the day.</p>

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>The Electoral Literacy Club (ELC) has been set up in the college recently. Earlier the awareness programmes were conducted by the Seminar and Debate Committee of the college in collaboration with the District Election Office, Karimganj. The ELC has been formed in the college to educate the students regarding their democratic rights and electoral procedures.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The college formed an Electoral Literacy Club (ELC) with the following members: 1. Dr. Dipon Ghosh, Assistant Professor, Department of Economics: ELC Co-ordinator 2. Dr. Kailash Sarma, Assistant Professor, Department of English: ELC Additional Co-ordinator 3. Dr. Memchaton Singha, Assistant Professor, Department of History 4. Smt. Pamli Das, NSS Volunteer, Students Representative 5. Smt. Punam Pashi, NCC Volunteer, Students Representative. The ELC is functional and organizes various awareness programmes.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The Electoral Literacy Club (ELC) organized programmes on spreading awareness among young voters who are also students of the college regarding the importance of participating in electoral process for building strong democracy. The club organizes Quiz Competition, Seminars, Debate, Lectures and Essay Competition every year on the occasion of National Voter's Day. The programmes on online registration of young voters using mobile app and other links have also been organized in collaboration with District Election Office, Karimganj. Moreover, programmes on awareness regarding Systematic Voter's Education and Electoral Participation(SVEEP) have also been organized in several years. Along with NSS and NCC volunteers the ELC have also organized voter awareness campaigns, promotion of ethical voting in adopted village of the college.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to</p>	<p>The Electoral Literacy Club (ELC) usually undertakes programmes on issues regarding voting rights, democratic values, importance of free and fair elections, sensitizing young and women voters for</p>

<p>advancing democratic values and participation in electoral processes, etc.</p>	<p>strong democracy which are socially relevant and disseminates the same knowledge to the targeted communities through the students of the college. The students belonging to different communities disseminate the information to their respective communities and contribute to advancing democratic values and participation in electoral processes. The ELC promotes ethical voting by adopting the principles of 'Every Vote Counts' and 'No Voter to be Left Behind' by community engagement with the students of the college.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The Electoral Literacy Club(ELC), with District Election Office, Karimganj undertakes various awareness and training programmes to educate the students to participate in the electoral process by registering their names in the electoral roll. Moreover, District Election Office, Karimganj organized several Systematic Voter's Education and Electoral Participation(SVEEP) training programme in the college to register students names in the electoral roll. Moreover, the DEO officials provided hands-on training for online registration of new voters using mobile app and portal like NVSP. As a result large number of students of the college enrolled their names in the electoral roll and the students also educated their family members and neighbors on how to enroll the new voters names using mobile app and portals like NVSP.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
881	1134	1058	1007	1060

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 29

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	24	24	25	26

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
51	78	108	252	153

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

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. Rabindrasadan Girls' College primarily provides regular undergraduate programmes in Arts and Commerce approved by Assam University, Silchar. It also offers self-financing Undergraduate (UG) courses and institutional certificate courses besides intermediate (10+2) courses in Arts and Commerce Streams under the Assam Higher Secondary Education Council (AHSEC). Senior faculties from some of the departments of the college are involved in curriculum planning and development, review of syllabus for UG courses as members of Board of Undergraduate Studies of Assam University. Planning for effective curriculum delivery in the college starts with the formation of a Routine Committee at the beginning of the academic session to prepare a time-table for classes ensuring proportionate distribution of class hours. Being affiliated to the Assam University, Silchar, the college follows the academic calendar of the university for teaching and examination schedules. 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. Fair and equitable distribution of topics/units of syllabus is done in the departmental meetings under supervision of the Head of the Department (HoD). The progress of curriculum delivery is discussed in departmental meetings and appropriate measures are taken as required. Considering that 75% attendance is mandatory, students' attendance records are well documented at departmental level and forwarded to the examination branch as per norms. Available ICT facilities and digital platforms are liberally used for effective delivery of classes. As classroom activities, students are engaged in group discussion/class tests/seminar etc. by the teachers concerned. In addition to the Central Library, all the departments have rich collections of textbooks and reference books which are available for use by the students. The institutional academic calendar committee prepares the academic calendar every year before the commencement of the academic session. The guidelines of the affiliating university and the UGC are followed in preparation of the academic calendar. The academic calendar encompasses the working days of an academic session, schedules of internal assessment and university examinations, holidays, vacation dates, festivals etc. Rabindrasadan Girls' College has a well-structured examination branch looking after the entire spectrum of examination and evaluation, strictly following the parent university protocols. As per university guidelines, unit tests or assignments are conducted in each semester. Evaluation is carried out in the college as per norms and the marks are uploaded in the university portal. Students can check their internal assessment score by logging into the university portal.

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. Parent- teacher 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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 10

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 11.4

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
191	117	109	81	88

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Rabindrasadan Girls' College has been offering Undergraduate (UG) programmes under Choice Based Credit System (CBCS) approved by Assam University, Silchar since 2018. 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 have 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, personality development such as communication skill for the overall development of students. The N.S.S. unit of the college is very proactive in conducting different extension activities such as tree plantation and other sustainable development programmes. Every year, N.S.S. unit undertakes a host of activities in the adopted village during the special camps which includes village cleanliness campaign, plastic free drive etc. The college puts emphasis on integration of ethical and human values through extra-curricular activities which inculcates value and ethics among the students. National events like Independence Day and Republic Day etc. raise patriotic and moral values of students.

Both teaching and non-teaching staff are guided by the directives of the Assam Government's service rules in matters of professional ethics. At the Institutional level, a concise document gives details on code of conduct for all the stakeholders, which serves as a manual for day to day transactions ensuring professional and ethical behaviour. The college endeavours to uphold the dignity and self-respect of each and every individual without discrimination. The college administration ensures equality, justice and fixes accountability through a well-established institutional mechanism. The contemporary gender

issues like discrimination, consciousness, alienation, identity crisis, empowerment, violence and harassment in the realm of domestic and professional circle and such other relevant themes find due place in the current syllabus. For sensitisation on gender issues, particularly on women affairs, the college organizes various programs such as seminars, workshops, invited talks and campaigns. The collective endeavour of the college fraternity in celebrating various events/festivals and extra academic programs reflect the team spirit, mutual cooperation and trust, sharing of responsibilities and interfaith association. The human values of compassion, sympathy and fellow feeling get further blossomed and manifested through the community services and philanthropic activities initiated by the institution involving teachers and NSS/NCC volunteers. During floods, Rabindrasadan Girls' College opened up its premises to provide shelter for thousands of displaced people and made efforts to ameliorate their distress and sufferings by mobilizing its man-power, resources and government aids. The college also rendered humanistic service during covid-19 pandemic. The 'Foundation Course' on Environmental Studies under CBCS curriculum focuses exclusively on environmental issues which enhances sincerity of students towards the protection of environment and other environment related issues for the promotion and nurturing of ecology.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 2.61

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 23

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 82.9

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
255	403	406	325	327

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
450	450	450	360	360

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 61.79

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
81	137	126	118	91

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
179	179	179	179	179

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 38.3

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Rabindrasadan Girls' College has adopted well planned student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences. As an affiliated college, the institution follows the common curriculum, evaluation and assessment procedures designed by Assam University, Silchar for all its affiliated undergraduate colleges. However, keeping in mind the localized needs of the students, the college has adopted different pedagogical approaches to make learning more student centric. The college considers the students as its most important stakeholders and various efforts have been made to ensure their holistic development. Many of the courses require the students to undertake mandatory project work that enhances their knowledge and skill. Teachers encourage the students to participate in various competitions with a view to providing them with opportunities to get acquainted with various problem-solving methodologies. The college organizes various events like Student seminars conducted by all departments which help students acquire extensive knowledge of specific topics and also cultivate their communication skills. Guest speakers are regularly invited which offers students opportunities to listen and interact with eminent personalities and learn from them in various ways. Through group discussions, debates and various extensive activities, students are given an opportunity to articulate their thoughts on the spot and develop critical thinking and presentation skills. Students are taken for field trips and study tours to boost experiential learning. Collaborative learning is endorsed through activities under various forums such as National Service Scheme, NCC, Sports, Environmental Cell, Electoral Literacy Club and Red Ribbon Club to foster humanitarian values, networking and team spirit.

Computer laboratory and mass communication laboratory are efficiently utilized to provide hands-on learning experience to the students. The students and the teachers of the college take active part in several awareness campaigns often initiated by the district administration, state government, central government and NGOs. Education is a lifelong process which involves a major role of teachers and students. The teaching learning process goes through a continuous evolution as well. Thus, the teachers of our college keep themselves updated with the latest developments in information and communications technology (ICT) for effective use in the classroom. Students and teachers have major roles to play in order to build an effective teaching-learning environment. With technology and information growing by leaps and bounds, teachers and students need to upgrade themselves continuously to get equipped with the latest tools and techniques. The teachers of our college use various ICT tools like power point presentations, spreadsheets and animations for illustrating concepts to the students. Teachers make effective use of the two smart classrooms in the college in imparting ICT based learning to the students. Teachers resorted to alternative teaching during the covid-19 pandemic imparting live classes in Zoom, Google Meet etc., lecture videos on YouTube and posting study materials in Whatsapp groups, Google Classroom etc. The practice of using online platforms for offering extra classes to the students is also being continued thereafter. Teachers now continue such online teaching blended with classroom teaching. Student participation in administration is an important initiative taken by the college which allows them to be involved in the decision making process apart from acquiring a sense of responsibility.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 78.71

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
31	31	31	31	31

File Description

Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 78.69

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	19	20	20	19

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Rabindrasadan Girls' College is a constituent college of Assam University, Silchar. In respect of syllabi, examination and evaluation, the college is guided by the regulations formulated by the university. The College strictly follows all the evaluation norms framed by Assam University. The University guideline determines the different aspects of the evaluation processes such as nature of the assessment, weights for the different components. The mechanism of assessment plays an effective role to develop competence of the students. This also helps teachers to plan appropriate mechanisms for enhancing student performance. Rabindrasadan Girls' College ensures a transparent continuous internal evaluation process to assess the performance of students through unit tests, class attendance, assignments, and seminars etc. as per the regulations of the affiliating university. The Examination Cell of the college is given the responsibility to conduct the internal assessment and upload the marks in the university portal following the guidelines and schedule given in the academic calendar. The teachers in charge of the Examination Cell formulate the guidelines and routine for the internal examination in consultation with the Principal of the college. Teachers of the respective courses inform the students about the syllabi of the unit tests based on the topics covered in the classes. The college authority duly notifies the date and time of examination and the same is circulated through notice and uploaded in the college website. Assignments and student seminars are held on the specific topics specified by the teacher. Students' seminars are held on relevant topics and Marks are awarded based on their performance in the assignments. The college follows a continuous internal assessment system in which each paper of 100 marks has a component of 30 marks as internal assessment and remaining 70marks are allotted for the end-semester examination. The above design and division of internal assessment ensures that a continuous evaluation of students takes place throughout the semester. Information regarding evaluative processes is communicated to the students through the following means:

(1) During the introductory lectures by the concerned HOD

(2) All the College notice boards and its website,

(3) Internal assessment outcomes are displayed in the college notice boards and website. This data is sent to the University after student acknowledgement.

The students are informed to check their marks by logging in to the student portal. Queries of students, if any, are attended to by the faculty members, heads of the concerned departments and the teachers in-charge of the Examination Cell with due importance. The students can approach the Examination Cell for grievances, if any. The Examination Cell responds quickly in all such cases in consultation with respective departments to resolve the problem. Absentees are given a chance to reappear in the unit test after due validation of the reasons cited by them. The Examination Cell helps students with their grievances and queries related to results, correction of internal examination marks, project - related works, etc., and other academic matters. Matters requiring further attention are forwarded to the Controller of Examination of the affiliating university. The Examination Cell gives special attention to grievances related to receipt of mark-sheets and certificates from the university. Every effort is made to deal with the examination related grievances in a transparent, time-bound and efficient manner.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Response: Programme and course outcomes for all Programmes offered by the institution as per the syllabi prepared by the parent university are stated and displayed on website and communicated to teachers and students.

Programme Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the Programme while Course Outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon the completion of a course.

Rabindrasadan Girls' College takes special care to ensure that the teachers and the students are well aware of the learning outcomes of the programmes and courses offered by the institution. At the

beginning of each semester, students are provided with the details of their courses of study so that they can have an overview of the topics that they will be learning during that semester. Hard copies of the syllabi, programme outcomes, Programme specific outcomes and course outcomes are available in the departments for ready reference of the teachers and the students and soft copies of the same are available in the college website. The teachers also provide a detailed view of the program specific outcomes and course outcomes of a particular programme of study during the lectures as and when required. Hence, the students can decide their choices of optional papers in successive semesters based on the learning outcomes that they are informed of. Further, during admission, the admission committee guides the students in suitably choosing the course of study and subject combination by providing them a glimpse of the programme outcomes and programme specific outcomes of the various UG programmes offered by the college. The college sets a time frame after admission within which subjects can be changed if the concerned student feels that the outcome of a chosen course may not be beneficial. The teachers make every effort to give a clear understanding of the outcomes so that the students can choose their courses of higher study or career options accordingly. The programme outcomes of B. Arts and B. Commerce programme are stated as follows:

B.A. Program Outcome: The students will learn about social sciences, literature and humanities which will help them in sensible human being. Students will gain knowledge in the field of Economic, History, Philosophy, Sanskrit, Education, Political Science etc. The program also helps the students to prepare and to appear for various competitive examinations or choose the post graduate program of their choice.

B. Com Program Outcome: After completing the program, the students will be eligible to work in areas like marketing, accounting, taxation, banking, insurance, management and corporate law. Students will be equipped with theoretical as well as practical knowledge to work effectively and efficiently in a dynamic and modern business environment. After completion of this course, ability to make decisions at personal & professional level of the students will increase. Students will also have the idea and courage start their own business.

After the graduation students have a choice for appearing in different competitive examinations. The Career Guidance Cell of the college also takes initiatives to guide the students in choosing their future courses or careers based on their courses of study.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The attainment and the level of attainment of POs, PSOs and COs are measured through the performance of the students in the internal assessments, which consist of the sessional examinations, assignments, presentations, etc. Unit tests and End semester examinations are conducted by the College according to the schedule set by the affiliating university to measure the attainment of programme specific outcomes and course outcomes. Rabindrasadan Girls' College gives high priority to the evaluation of the attainment of programme outcomes and course outcomes by the students. A variety of parameters are considered in evaluating the attainment of programme outcomes and course outcomes with due regards to the guidelines laid down by the affiliating university. Attendance is one such important parameter that is given special attention as it leads to punctuality. It carries 10% weightage in the end semester assessment. Students are required to maintain a minimum of 75% attendance in each paper of their courses. Unit tests carry 20% weightage in the end semester assessment. Regular unit tests and assessments are held to assess the students' knowledge of the subjects. The internal assessment and semester end assessment are designed on the basis of programme outcomes, Programme specific outcomes and course outcomes defined for each course. 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 shortcomings 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 at different level for which certificates of appreciation and participation are given to them. The overall performance reflects the level of attainment of the students. The performance of students in the university end semester examinations gives an overview of the level of attainment of programme outcomes and course outcomes. Students are further encouraged to perform better in the subsequent examinations. Necessary corrective measures are also communicated to the students, if necessary, based on the evaluation of individual performance. The performance of students in various competitive examinations also acts as a measure of evaluating the attainment of programme outcomes and course outcomes by the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 42.03**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
58	236	169	152	86

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
342	333	276	362	355

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Language, as a medium of communication, is the driving force of worldly affairs. Language is the bearer of mundane transactions. Without language one cannot think of the existence of the world itself. Study of Indian Languages in the present times is extremely vital. It is the need of the hour as the exploration of Indian Knowledge Systems (IKS) has begun. We have started to explore the ancient indigenous knowledge of various scientific fields which are naturally in indigenous languages. So, to support such exploration and research activities knowledge of Indian Languages, its literature, structure and range of knowledge is a prerequisite. Hence, the study of Indian Languages contributes to the greater cause of unearthing the ancient Indian knowledge and converging its outcomes with the modern requirements leading to prosperity of the society and nation at large.

Study of indigenous languages not only leads to the prosperity of the nation but also makes the individual person culturally rooted and better his/her expressiveness, thus, helping in preserving the indigenous culture and traditions and also developing individual personalities.

Further, subjects like Corporate Governance, Ethics and Social Responsibility of Business, Human Rights and Value Education etc. in the curriculum of various programmes inculcates cultural values in Indian tradition so that students imbibe value orientation.

Rabindrasadan Girls' college has created an ecosystem aimed at generating initiatives for creation and dissemination of knowledge. It has a traditional environment of dialogue, discussion and deliberation in addition to the conventional teaching learning process. This is facilitated by the devoted faculty members who always express natural affinity to all the academic and non-academic activities of the college. The regular academic interactions in the departments, both the central and online libraries, newly installed equipments and infrastructures as well as the refreshment centre provide the much needed physical support to the college fraternity in sustaining the ecosystem of innovation and knowledge. The individual teacher members of almost all departments have brought out many research papers in nationally acclaimed journals and publications indexed in both national and international databases like UGC Care List, and 06 numbers of research papers have been published during the last 5 years. Besides, the faculty members regularly contribute articles and research papers in locally acclaimed newspapers, journals and other kinds of publications sustaining high readership and visibility among the community. Rabindrasadan Girls' College has tried its best to create an eco-system for innovations and has initiatives for creation and transfer of knowledge. In order to monitor research activities in the college a Research Development and Journal Cell has been formed. It provides necessary guidance to prepare research proposals, information regarding National and International seminars etc. The college students regularly participate in Departmental offline seminars, discussions and other forums of regular interface facilitated by the departments and teaching faculty of the college. The Student Welfare Cell and NSS Cell under IQAC play active part in the community development programmes and help the college in organizing frequent community outreach programmes outside the college. These outreach programmes in turn help the college stakeholders in attaining first hand knowledge and experience, thereby directly contributing to the enhancement of the knowledge based ecosystem of the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 8

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	4	2	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.21

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	1	3	1

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.34

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	18	11	6	3

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The College organizes a number of extension activities under the guidance of Cultural cell, NSS and NCC wings along with Women's Cell to promote and sensitize the students towards community needs viz. Voluntary Blood Donation and Health checkup camps, outreach campaign, sensitization and awareness programme on Environment and Health related issues. The students of our college actively participate in social service activities leading to their overall development. The Multidimensional activities of our college aim at enabling our student/NSS volunteers to develop social responsibility, learning by doing and leadership quality. Students go to the adopted village to involve themselves in the field work thereby knowing the real conditions of the villagers.

The NSS team of Rabindrasadan Girls' College, Karimganj conducted a survey work at Dinesh Chandra Dev Smriti Children Home, Karnamadhu where 23 children stay under the supervision of the Society. The State Child protection society, Assam looks after the society and bears 90% of the total expenditure for smooth functioning of the society. This Children Home is monitored by the District Child Protection Office and Child Welfare Committee, Karimganj.

The NSS volunteers rendered their services in conducting socio-economic survey on door to door basis,

organizing awareness campaign on Basic Health-Hygiene and cleanliness along with literacy awareness programme. The NSS unit of the college also organizes activities on “Swachha Bharat Abhijan”, Awareness on consumption of Tobacco and “Drug Abuse” etc. The NSS unit in close co-ordination with NCC unit of the college provides relief materials during flood and covid-19 period to the destitute people with resources provided by college authority. The college took initiative in disseminating the information of COVID-19 protocol in the nearby remote adjacent areas of the college when the pandemic broke out. It extended its helping hand by providing relief materials comprising foodstuffs and other necessary requirements like masks, hand sanitiser, soap etc to the villagers. The College organizes many programmes on relevant socio economic as well as health issues.

Some of the significant social activities conducted for the benefit of nearby communities are: 1. Environmental Awareness Programme 2. Voter Awareness programs 3. Drug Awareness 4. Women Empowerment,5. Celebration of National and International Days such as International Yoga day, No Tobacco Day, National Youth Day, Republic Day, Independence Day, Internal Yoga Day, International Women’s Day etc. Institute follows a mechanism for students’ involvement in various social activities which promote citizenship roles and leadership quality and also with social consciousness. For holistic development of the students - sports, cultural events, participation in the Republic day and Independence Day parade by NCC cadets and many extension activities are organized. The College students along with NCC and NSS volunteers who participated in the said activities were imbued with the sense of responsibilities and to the greater cause of the society with utmost sincerity with elevated moral and ethical mindset.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The Institution receives awards and recognitions for extension activities during the period from 2018-2-23 from Government and Government recognised bodies stands below:

1. Pallabi Deb Roy of Rabindrasadan Girls' College, Karimganj receives the World record of "Heaviest Female to Cover Longest Distance Non stop on cycle" on 26 December, 2022 from World Records of Excellence . She cycled 103.5 KM Non-stop while weighing 85 KG.

2. Pallabi Deb Roy of Rabindrasadan Girls' College, Karimganj receives the World Record of "Largest Statue of Goddess Durga made by Recycling Products" is achieved by Pallabi Deb Roy on 13.10.2018. She made the largest statue of Goddess Durga of size 6ft by using recycling products. She used plastic packets, spoons, aluminium sheets, cardboard,clay model to make statue

of Goddess Durga.

3. Sushmita Das of Rabindrasadan Girls' College, Karimganj got Bronze Medal ON LINE OPEN NATIONAL TAEKWONDO POOMSAE AND SPEED KICKING CHAMPIONSHIPS. She got the medal from Self Defence Taekondo Academy, Karimganj(Assam) India for her successful participation in the Poomsae-CB-Junior Female-GrA. The Competition was held from 23rd to 25th June,2021.

4. Pamli Das NSS Volunteer of Rabindrasadan Girls' College, Karimganj was felicitated by District administration for her participation Extra ordinary activity in the field of NSS during observation of International Women's Day at District Library Auditorium at Karimganj.

5. Pamli Das NSS Volunteer of Rabindrasadan Girls' College, Karimganj attended the NSS National Integration Camp sponsored by Department of Higher Education, Government of Haryana and organised by Maharishi Markandeshwar (Deemed to be University) : Mullana, Ambala from February 14-20, 2023.

6. Pamli Das of Rabindrasadan Girls' College has successfully completed the three months course on Computer literacy Programme for the session 2019-2020.

7. Smt, Pamli Das of Rabindrasadan Girls' College has participated in 3.5KM run with Assam Police organised by Karimganj Police as a part of the Celebration of presentation of President's Colours to Assam Police on 10th May, 2022.

8. Smt Pamli Das of Rabindrasadan Girls' College has passed the 'B' Examination of NCC held in 2021 under the authority of Ministry of Defence, Government of India.

9. Smt Pamli Das of Rabindrasadan Girls' College completed National Integration Camp-2022 held at Assam University, Silchar Assam State from 26-4-2022 to 2-5-2022 and has acquired proficiency in Elementary of Physical Training, Personal Development, Leadership organisation Skills, total participation and Inter Personal Relationship skills.

10. Smt Pamli Das of Rabindrasadan Girls' College is adjudged in the winner in the Football Competition organised at Nilmoni Higher Secondary School Ground, Karimganj on 28th December, 2021 in connection with celebration of National Voters' Day, 2022 in Karimganj District.

11. Smt Pamli Das of Rabindrasadan Girls' College passed the Certificate 'C' Examination in B Grade held in 2022 under the Authority of Ministry of Defence, Government of India.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 23

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
15	6	0	1	1

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 2

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Rabindrasadan Girls' College is one of the best colleges in this region that has upgraded its classrooms to facilitate teaching learning through modern tools and techniques. There has been a steady expansion of infrastructure, both in physical and digital domains. It has now ICT enabled laboratories, smart classrooms, a central library with a collection of 19866 books, ICT enabled facilities, departmental libraries, common rooms for faculties and students, a well-equipped Gym/Fitness Centre, Canteen facility with quality food at nominal rates, 24 hour CCTV surveillance, Girls' Hostel for 150 students, parking facility for two wheelers, Photocopy shop, NCC Room, ICT enabled Auditorium, Placement Cell Room etc. Each HOD has a departmental Laptop, library and office have computers, software and equipments as per their requirements. During pandemic time students were contacted and various whatsapp group was created by the departments including library whatsapp group. The entire syllabus, question papers, study material etc was given in the whatsapp groups. Online routine was prepared and online classes were held on platforms like zoom, googlemeet, ciscowebeX etc, softwares were used to keep and share the video recordings of the classes among the students.

College organizes Sports and cultural activities regularly on various occasions. Several cultural events were organized on Har-Ghar Tiranga to celebrate the 75th year of India's Independence, celebration of Bir Lachit Borphukan 400th birth anniversary, Alumni Meet, Saraswati puja celebrations, Freshers Meet, Rabindra Jayanti, Womens Day celebration, Child protection day celebration, Republic Day, Independence day celebration and Voters day celebration are organized with a great zeal among the students. Observation of Teachers Day, Bhasa Sahid Diwas, Gandhi Jayanti, Netaji Birthday, Environment day etc are also held in the college. All these activities are culminated in the Annual Festival Week. Annual Festival week is held mostly on Jan-Feb for a period of 5-6 days that comprises of sports events both (indoor and outdoor), quiz, debates and various cultural programmes and competitions. There is full participation of students and teachers in the Annual Festival Week. 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**. The college students participates in the inter-college events, district and state level events and bring glory to the college. Some of the outdoor events are Football, Badminton, Athletics, Kho-Kho, Kabaddi, cricket etc. where the students participated enthusiastically.

The Gym has latest equipments that are used by students in their scheduled time under the supervision of

Gym-Instructor or Teacher –in –Charge. Cultural events are held in the college auditorium that can accommodate more than 200 students at a time. The college is imparting regular Yoga training with the help of a Yoga instructor.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 10.96

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0	.36	17	15	38

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

RabindraSadan Girls' College 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. Library has a collection of 19866 books and the books are arranged subject wise and then topic wise in the almirahs. Books are on various subjects like language and literature, statistics, economics, environment studies, mass communication, education, commerce, political science, history, biographies, computer science and mathematics.

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 ejournals). There is a separate collection of books called **book bank** based entirely on donations, a collection of remedial books for minorities and SC/ST students.

Library is using SOUL 2.0 version as the Library Management software for the automation of its routine activities of acquisition, cataloging, circulation and serial control. At present 10000 books are entered in the cataloging module. The OPAC is used to search the collection of books. We are looking forward to use the updated SOUL 3.0 version and accordingly start the Circulation module so that the new students who will be enrolled in this college will have the automation facility of membership, that will save time both of library staff, faculty members and students.

Reading Room: The reading room has a sitting capacity of 50-60 persons.

Stack Section: The main collection of textbooks and fiction books are kept in the stack areas, we have open access for both the teachers and students so that they can select books of their choice.

Reference and Rare book Section: Library has 412 reference books and has a special collection of books on 'Kabiguru' Rabindra Nath Tagore, Barak Valley writers and many rare books on religion and folklore.

Computer Section: There are 20 computers with internet facility where students can practice and prepare their assignments and access online and other electronic ejournals /ebooks.

Faculty Corner: A separate table of 8 persons and a computer with internet facilities are provided to the faculty members in the library of this college.

Scanning room: For a digital library we are scanning the question papers, rare and fragile books, particular topics, college magazines, etc. The scanned documents are sent in the whatsapp group of students in the beginning of the session and on demand by teachers and students.

Periodical Section: Library had a regular subscription of 5 print journals/magazines.

Newspaper Section: Library subscribed 2 newspapers namely Dainik Jugasankha and The Assam Tribune. Newspaper clipping register is maintained by the library.

Outreach during pandemic period. The scanned documents were of great use to ensure continuous flow of information and exhaustive use of library resources among the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college is frequently updating and providing IT facilities to the students, faculty members and staffs in the college campus. Each HOD has a departmental Laptop. The college has web administrator who maintains and update the college website with the regular interaction of the college authority.. Students are informed in the website about examination, registration, subject allocation, various scholarships, attendance and other various academic updates. All the computers in the Administrative, Academic, Library, Labs and Accounts sections are installed with necessary peripherals like printer, scanner, Xerox etc. All the computers are connected with internet facilities. The college library has 16 computers for students, students use the terminal for searching NLIST and various other online resources. Computer Lab and Mass communication lab has 22 computers with internet facilities that are used by students. During the pandemic period syllabus, question papers, study material etc were given in the whatsapp groups. Online routine was prepared and online classes were held on platforms like zoom, googlemet, ciscowebex etc. The college is constantly under CCTV surveillance. Entire college campus is enabled with Wi-Fi facilities that is updated to ensure uninterrupted internet. The internet plan on 31.01.2019 was BBG Combo ULD 945 and the updated plan on 01.03.21 was FIBRE PREMIUM PLUS which is still in use for accessing internet. The college has ICT Cell, Website Cell and Digital Learning Cell which meet regularly for the planning and monitoring of the IT facilities in the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 23.81

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 37

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 16.51

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

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	6	91	7

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 57.49

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
308	685	1040	302	620

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.12

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	3	0	1	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 18.97

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
9	44	40	26	14

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
58	236	169	152	86

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 3.35

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
3	9	7	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 5

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	1	0	1

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 10.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
42	10	1	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

The Alumni Association of Rabindrasadan Girls' College, Karimganj is a meeting place for all those who have completed their study in this college. It is a nonprofit, voluntary organization to ensure the alumni's participation in upholding the vision and objectives of the college. The Association has chalked out some activities for welfare and development of the college and the neighbouring society as well. It 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 association has been proactive in inspiring and motivating present students and stakeholders through formal and informal talks, Alumni Meets etc. at regular intervals. The association takes up different positive and quality oriented measures from time to time and renders active cooperation to the college management towards implementing various programmes. 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. They even invited students to participate in different skill development programme to enhance their skill for self employment. The alumni use to inspire the present students to take part in various activities for promotion of their socioeconomic status. Financial assistance: The alumni come forward with a definite plan to increase the numerical strength of the association by establishing communication with other alumni of the Institution. The active participation of increased number of members enhance the fund position of the association. Some of the qualified alumni appointed as teachers in different status have even come forward to help their departments as guest faculties

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

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 district of Karimganj. An institution established exclusively for girls the stakeholders 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.

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 constitute 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.

The leadership and stakeholders of the institution are fully conscious of the mission to promote and facilitate female education and strives to integrate its fundamental goals in both short term and long term Institutional Perspective Plan in totality. In anticipation of the NEP and with the aim to adapt and integrate the changes in the near future. a few teachers attended orientation programmes on NEP in order to acquaint themselves and later the greater teacher community.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institutional perspective plans envisioned are generally placed in the general meeting of the Teachers' Council, and after deliberations the plans agreed upon are entrusted to various committees. After further discussions in the respective committees, the plans are placed by the Principal before the Governing Body (GB) where final and conclusive decisions are taken. The GB empowers the Principal to constitute various committees to monitor and execute the perspective plans. 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. 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 provide student support through academic mentoring and counseling 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.

The office of the Principal sits at the apex for the monitoring and execution of plans and policies. The Head assistant, the Accountant and other office staff are made members of appropriate committees along with teacher-members. The Principal being the head of the institution, and the DDO (Drawing and Disbursing Officer) is empowered and accountable for all financial and non-financial transactions. The office of the Principal maintains the service book of each of its employees right from the day of joining. All promotion-related information, attainment of new degrees like PhD, M.Phil etc. and all kinds of leave like CL, EL, CCL, maternity leave, among others sanctioned as per Service Rules are duly documented in the service book. The promotion of faculty members is done through Career Advancement Scheme (CAS) as per DHE guidelines.

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	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

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 Indicator (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. In 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.

In each Academic session IQAC collects individual and departmental profiles of the faculties to assess professional contribution to the academics. IQAC collects individual profile from every teacher in every academic year to document teachers' academic engagement in FDP, short term courses, invigilation duties, contribution to college administration committees, engagement in Governing Body, IQAC, NSS, NCC etc. Academic performance is also assessed through the publication of research papers in indexed journals as well as books. The departments also have to submit their yearly departmental profiles regarding the achievements and activities of departments to IQAC. Teacher's performance is judged by the feedbacks of the students. As the employees are given specific responsibilities, annual survey on each activity viz. admission, scholarship, registration of students etc are reviewed. The management of the institution always looks after the needs of the teaching and non-teaching staff. The teaching and non-teaching staffs working in the permanent posts enjoy all the benefits of the UGC and the State Govt. designed and revised from time to time. Some of the welfare measures taken for teaching and non-teaching staff are as follows: 1. Skill enhancement training programme for both teaching and non-teaching staff, 2-Internet and wi-fi facility is made available for the staff in each floor of the Academic building, 3. Sanctioning of medical leave for covid affected staff during Covid time. 5. Accessibility to the benefits of maternity leave, 6-Adequate provision for taking online classes from the individual departments, 7. Replacing 8. Employees Provident Fund as per PF rules. Keeping in view the future safety of employees, the institute contributes specific amount towards PF of an employee as per PF rules 9. Child-care leave for two years to women employees, 10. Special leave for attending Seminars/ Workshops/ Short Term Courses/FDPs/ Refreshers/ Orientation Courses, 11. Special leave for attending conferences/meetings in some specific issues, 12. Duty leave for performing some special duties entrusted by the institution or the Govt., 13. Salary timely credited to bank account of employee. In each month, the employee gets the salary on time through bank accounts only.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.64

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	0	0	0

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 24.07

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	7	16	05	03

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	8	8	8	8

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Governing Body, the construction Committee and the Purchase Committee all play a key role in the effective and efficient mobilization of funds. They continuously monitor and support the proper use of allotted funds according to need. The institutional budget covers ongoing costs including salaries, power and internet fees, stationary & other maintenance costs. The primary source of fund is the State government which is utilized for disbursing the salaries of the staff serving against sanctioned posts under UGC scale of pay. A negotiable salary is paid as per G.B. approval for non- sanctioned and part-time employees for both teaching and non- teaching. The other sources of revenues such as fees received from students as tuition fee, hostel fee, etc. are utilized for running variety of student-related academic

activities, such as organizing Freshers' Welcome Programme, Farewell Programme etc. general maintenance etc. and awarding financial aid to students who compete in inter college contests. For major capital expenditures, funds are received from the state government as well as the Rashtriya Uchchar 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 from self-financing courses, Surplus fund from university examination centre fees, Interests accrued from bank deposit, and Other miscellaneous sources The college maintains finance and accounts systematically and conducts internal and external financial audits regularly as per govt. rules.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

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. On the basis of the seven criteria of the NAAC manual, UGC guidelines and directions of Assam Govt., the IQAC has institutionalized a number of initiatives for quality assurance. Some of the quality initiatives taken by IQAC, Rabindrasadan Girls' College are:-

- 1.Introduction of the Teacher's course completion certificate is one of the initiatives taken by IQAC, Rabindrasadan Girls' College to maintain the quality of teaching learning of the college.
- 2.Another initiative is taken by the IQAC is the feedback mechanism. Feedbacks are collected from students, teachers, alumni and guardians through the Feedback system. Feedbacks are analyzed and actions taken thereof.

3.Introduction of formal student mentoring system is another initiative by IQAC. All the faculty members are allocated certain number of students across different semesters and different departments. The students are required to report their mentors allotted to them and appraise her about the different issues, problems faced by them. The faculty keeps a track of the students and guides them throughout their stay in the institution.

4. The IQAC gets the students involved in the programme organized by the NSS, NCC and 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.

5.IQAC introduced job oriented course in the college to benefit the students.

6.The IQAC takes initiative regularly monitors whether classes are held as per scheduled routine in the college campus.

7.The IQAC also frequently discusses Teaching/Learning, structure and methodologies which might require reviews. During Covid pandemic period, the IQAC immediately organized online training programmes for teaching and non-teaching staff successfully to orient them for online classes.

8.IQAC guides the departments in preparation of teaching plan, to maintain a Course File which includes information such as class routine, teaching plan, POs, COs, PSOs etc.etc

9. The IQAC has also institutionalized green practices to be followed by the various wings of the college. Different programmes related to environment are organized to sensitize students regarding environmental issues. Green Audit was conducted for the sessions 2021-2022 and 2022-2023 to assess the status of the green cover of the college followed by Energy audit. The report contains some specific suggestions and recommendations to improve the existing environment related practices.

10.In order to enhance the learning outcome, the college has introduced the Continuous Internal Evaluation (CIE). The performance of the students is documented departmentally and analyzed. IQAC conducts External Academic & Administrative Audits to assess the incremental improvements of the college in various activities.

11.IQAC prepares AQARs and are duly submitted.

10.IQAC submits data to Assam University, and AISHE every year.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The college recognises the unique needs of female students and a variety of options catering to the interests and needs of women and girls are made available. The college campus and the dormitory are concrete walled and the gates are constantly monitored to ensure the protection and security of the female students. While entering the college premises it is mandatory for the students to wear college uniform and to carry valid identity cards issued by the college. The whole campus, including all halls and classrooms, the library, and other key locations, are under the surveillance of CCTV. While classes are in session, the campus is patrolled often by the Principal and different committee members. During events like Freshers' Welcome, Students' Farewell Programme and major examinations usually local police station and local administration are informed so that proper assistance can be obtained. Lady teachers are specially engaged in these occasions to ensure safety and security of the girl students. For maintaining a strong vigil on the girl's hostel, the Hostel Superintendent and members of the Hostel Supervising Committee make sudden visits to the hostel. For further enhancement of the security system CCTV cameras have been installed in every corner, class rooms, hostels, corridors and office building. Almost the entire campus of the college is under CCTV surveillance. Anti ragging committee has been formed for the purpose of providing safety and security to new students. The committee has been framed as per the UGC guidelines. Anti ragging committee and ICC make sure that there are no instances of ragging upon girl students anywhere in the College campus or within the girls' hostel. The college has a "Discipline Committee" that watches over students during college hours to make sure everyone, especially the girls and ladies, stay safe.

Rabindrasadan Girls' College has consistently strived to address contemporary issues like gender, women concerns, safety and security etc. through conducting different awareness programme. As a means of achieving gender equality and empowering students, a Women's Cell is formed to advocate gender equality at the college. The Women's Cell's mission is to raise awareness among the college's students and faculty about discrimination based on gender, as well as women's rights, welfare, and empowerment. This cell 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. The college takes decisions based on its guiding principles. Everyone must abide by the code of conduct that has been prepared for both students and staff. To build national ties and relationships, the institution promotes student involvement in sports and cultural activities, NCC, and NSS.

File Description	Document
Upload Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Since its inception, the institution served people regardless of their ethnicity, nationality, religion, education level, or financial condition. Everyone is accepted, tolerated, and treated fairly at this college. The students from North Eastern states including Barak Valley who take admission reflect a wide range of cultural, religious, linguistic, and socio-economic backgrounds. By enrolling students from all sections of the society, the college encourages unity in diversity. Students in BPL category and with father's annual income Rs. 2 lakh or less is eligible for admission under the Fee Waiver Scheme. The cultural items performed by students on different occasions and various events depict a colourful reflection of the students' wide range of cultural variety and ethnicity. The yearly magazine of the college and the Wall Magazines of various departments portray the ethereal details of the cosmopolitan but harmonious aspect of the setting. The college helps students applying for and receive scholarships from a variety of sources, including Ishaan Uday, SUHIRD (MLA Scholarship, SC, ST, OBC, Minority, etc. and the college Poor Students' Aid Fund Scholarship, etc. Different sports and cultural activities organized inside the college promote harmony towards each other. The Departmental seminars and workshops promote sociability and provide ideal settings for meeting people from various cultures. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one. of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. To welcome the newly admitted students, the college organizes Freshers' Welcome Programme which close tie and bonding among the students and their integrity towards the institution. Every year, a farewell event is held to say goodbye to the graduating class of students. When this happens, the outgoing students talk about their experiences with the teachers and juniors. This assures an intact bond for good.

Through a variety of curricular and extracurricular activities, the institution strives to develop its students and workers into better citizens of the country by making them aware of their commitments regarding values, rights, duties, and responsibilities. In order to foster positive connections amongst people from various racial and cultural origins, festivals and commemoration days are observed with tremendous fervor and excitement. All festivals and observances, such as Bhasha Sahid Diwas (19 May), Women's Day, International Yoga Day, Rabindra Jayanti, National Youth Day, Sanskrit Diwas, Teachers' Day, Netaji Birthday, Gandhi Jayanti, etc., are celebrated in the college with due importance. To develop close ties and harmonious relationships, the institution promotes student involvement in sports and cultural competitions, NCC, and NSS activities. The students enthusiastically take part in a variety of events, including seminars, Quiz Competition, Debate Competition, poster making competitions and so on. The college tries its best to promote green practices within the college campus as well as in the surrounding areas. Both the students and the teachers conduct campus cleaning programmes regularly.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

1. Title: Use of Information Communication Technology (ICT) in teaching learning process

Objective: Information and Communication Technology (ICT) in Education leads to quality student learning and better teaching methods.

The Context: Use of Information Communication Technology (ICT) in teaching learning process facilitate an alternative method of teaching-learning.

The Practice: Teaching faculty use various ICT tools in order to continue teaching learning process.

Evidence of Success: Teachers use platforms like Google meet, Zoom, Whatsapps, Youtube, etc to carry forward the teaching – learning process.

Use of ICT in teaching learning process improve the result and performance of the students in examinations.

Problems Encountered and Resources Required:

*Limited use of ICT tools

*limited accessibility

*limited technical support

*lack of effective training

*limited time .

To facilitate use of ICT, more ICT enabled class rooms are required for quality enhancement of teaching learning process.

2.Title of the Practice: Career Counselling among the students

The objective: To train young students to be able to make right career choices and also be leaders in all walks of life.

Context: Career counselling helps to adopt the best practices that will pave the way to career success.

Evidence of success: Career counselling improves the quality of students to employ themselves in various sectors.

Problems Encountered and Resources Required: As there is lack of communicating skill among the students, it emerges as a serious problem for seeking employment in various sectors.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Established in 1962, Rabindrasadan Girls College has served its community and beyond since its establishment. East Pakistan victims of the tragic split had not yet recovered from the trauma of uprooting their families. Many of these families had been forcibly removed from their homelands, and the first generation faced significant challenges when it came to establishing a stable financial footing. In

order to provide a path to higher education for these girls, Rabindrasadan Girls' College was conceived. Since then, there has been a huge influx of students looking for higher education in and around the town of Karimganj. Rabindrasadan Girls' College was established with the firm conviction that it will pursue inclusive education embracing all sections of the society. It has always been a priority for the College to meet the demand for higher education among the socially and economically disadvantaged segments of the population spread out over a broad and diversified geographical jurisdiction. This approach has paid off and today there is healthy representation of students coming from the socially and economically backward sections in the Institution.

The College is unique and distinctive in many ways, particularly in its approach to fostering a strong sense of community and responsibility towards society. The college has established itself as an institution that values not only academic excellence but also character development, emphasizing the importance of values such as empathy, compassion, and social responsibility. One of the key elements that set the college apart from other colleges is the close relationship between teachers and students. The faculty members take a personal interest in their students' lives and academic progress, providing individual attention and support to help them achieve their goals. The college's commitment to social responsibility is another distinctive feature. It encourages students to engage in community service and volunteer work, providing them with opportunities to give back to society and develop a sense of empathy and compassion towards others. This emphasis on social responsibility is reflected in the college's curriculum, which includes courses on topics such as ethics, social justice, and sustainable development. The college frequently organizes blood donation camps in collaboration with local hospitals and blood banks. Moreover, the College is committed protecting the environment and promoting sustainable practices. It regularly organizes tree plantation drives, waste management programs, and other initiatives aimed at promoting environmental conservation. These initiatives raise awareness about environmental issues and encourage all stakeholders of the college community to take action towards a more sustainable future. During the COVID-19 pandemic, the college has demonstrated its commitment to its students and the wider community. The college also launched several initiatives to support those affected by the pandemic, such as organizing food drives for those in need, supplying sanitizers, masks etc. and providing mental health support to students. In addition to its response to the pandemic, the college has also demonstrated its commitment to social responsibility during times of crisis, such as during the recent floods that affected the region. The college mobilized its resources to support those affected by floods, providing food, shelter, and other forms of assistance to those in need. In conclusion Rabindrasadan Girls' College is distinctive in its approach fostering a strong sense of community and social responsibility.

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

5. CONCLUSION

Additional Information :

- 1.The Institution always tries its best to introduce new job oriented and professional courses to employ its students in various job sectors.
2. The faculty members of the Institution are engaged with various socio-cultural activities through various organizations and it provides them an opportunity to involve the students in various socio-cultural and economic skill development programme for the promotion of the community living in the nearby areas of the Institution.
3. The students are always motivated to face the challenges of the first changing world.
4. The students are encouraged to acquire upgraded technological knowledge for raising their level of excellence.

Concluding Remarks :

Since its establishment in 1962, the Rabindrasadan Girls' college has evolved into a renowned centre of higher Education, offering a wide range of undergraduate programme in various disciplines. With a strong emphasis on value based education, the college strives to foster the holistic development of its students and mould them into responsible citizens. The curriculum designed in accordance with Assam University, Silchar undergoes regular updates to ensure its relevance and to enhance students' knowledge. Rabindrasadan Girls' College gives great importance to research, innovation and extension activities. The college supports its students progression through scholarships, financial assistance, and comprehensive support programmes. The college's governance, leadership and management ensure the smooth functioning of the Institution by democratic, transparent and participatory values. The internal Quality Assurance Cell (IQAC) guarantees quality assurance and continual improvent in the teaching learning process. Faculty members are provided with opportunities for professional development, further enriching their expertise. In a nutshell , Rabindrasadan Girls' College is a disguised institution that provides quality education, promotes research and innovation, and fosters the holistic development of its students. Through mentoring and counselling, critical thinking and creativity of students are enhanced. Many best practices are introduced and successfully implemented in the college. The students of Rabindrasadan Girls' College go out with a definite purpose to contribute to the society by doing justice to their profession, building ideal families and molding new generation with values. They serve as cultural carriers, heritage horns and nation builders with the acquired knowledge, truth and humanity from this institution.