



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	RAMAKRISHNA MISSION BRAHMANANDA COLLEGE OF EDUCATION
Name of the head of the Institution	Swami Kedaratmananda
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03325682021
Mobile no.	9163110245
Registered Email	rkmbcrahara@gmail.com
Alternate Email	official@rkmbcrahara.org
Address	Rahara, Kolkata, West Bengal, India
City/Town	Kolkata
State/UT	West Bengal
Pincode	700118

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Men			
Location		Semi-urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr. Malayendu Dinda			
Phone no/Alternate Phone no.		03325682021			
Mobile no.		8777390064			
Registered Email		dinda.malayendu@gmail.com			
Alternate Email		tusherhldr@yahoo.co.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://rkmbcrahara.org/upload/ckeditor_docs/files/AOAR%202018-19.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://rkmbcrahara.org/upload/ckeditor_docs/files/Academic%20Calender%202019-20.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.89	2015	03-Mar-2015	02-Mar-2020
6. Date of Establishment of IQAC			17-Oct-2012		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Organising internal workshop for familiarization of new framework of NAAC	10-Dec-2019 1	23
Inviting application for promotion of teachers under the scheme of CAS	11-Feb-2020 1	10

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Ramakrishna Mission Brahmananda College of Education	Infrastructure development under RUSA 1.0	RUSA	2020 45	416667
Ramakrishna Mission Brahmananda College of Education	Equipment	DPSC North 24 paraganas (ODL Primary)	2019 10	25000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Reconstitution of the IQAC for 20192020 2. Conversion of two classrooms into two ICT enabled classrooms. 3. Introduction of oneweek induction programme at the beginning of the course. 4. Organisation of a ParentTeacher meeting.

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

Plan of Action	Achivements/Outcomes
1. To reconstitute the IQAC of the College for 2019 2020.	It was executed and implemented according to the plan.
2. To convert two classrooms into two ICT-enabled classrooms.	It was executed and implemented according to the plan.
3. To introduce one-week induction programme at the beginning of the course.	It was executed and implemented according to the plan.
4.To hold a Parent-Teacher meeting once in a year.	It was executed and implemented according to the plan.
5. To organize seminars/webinars.	It was not executed due to lack of fund.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Teachers' Council	20-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

03-Mar-2015

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

20-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules

The college has partial management

currently operational (maximum 500 words)

information system which is IT enabled for dissemination of information to various stakeholders. The office room and all classrooms have computer facilities with WiFi connection. Email is the most common method to communicate information to stakeholders. Online admission and online scholarship awarded to the students by government is also a significant system. The management is connected to students by WhatsApp, Facebook, etc. Bulk SMS facility is available by which we can communicate various important circulars to students. College website also displays important events. Attendance of all the students and staff members is biometric which is fingerprint based. Examination forms are filled via online platform and payments are also made through online mode.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is committed to provide a distinctive learning environment and skills to learn and to solve personal and social problems as the mission of the college is to empower students through quality education. The faculty members are actively involved in their work. For proper curriculum delivery, the college generally follows the university academic calendar. Apart from that, the college prepares its own institutional annual academic calendar to cover the syllabus in advance, generally at the beginning of the session. The execution of the plan content is then monitored by Academic Committee of the college. Internal tests are conducted in regular intervals and evaluated regularly. Review of the progress of the syllabus and performance of students are done in staff council meeting.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N.A.	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the

affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School-based internship	48
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The institution has a robust mechanism to obtain the feedback from different stakeholders (Students, Teachers, Parents Alumni, Management, etc.) on curriculum, course-content and teaching method, hostel facilities, etc. At the end of each semester/year the feedback is taken from various stakeholders and analysed. From the feedbacks various suggestions are put forward to be discussed in Internal Quality Assurance Cell (IQAC) meeting. The result of the feedback is also discussed in the Teachers Council meeting and appropriate decision is taken thereafter by the IQAC and the college authority. The IQAC of the college is also active to suggest measures for taking feedback and subsequent solutions. The report of the feedback is reviewed and considered while revising and preparing the academic calendar. The result of the analysis is also used as data when the University seeks our opinion regarding the syllabus revision by the Board of Studies of the affiliating University. Depending on the feedback and its analysis, necessary planning is made for the betterment of the Institution.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	50	88	50
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	98	0	10	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
10	1	3	3	1	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes, we have a mentoring system in our college. Teachers/mentors are assigned to a group of students for solving their problems (academic as well as personal). Students can share their problems with concerned teacher/mentor and get counselling for the same. Generally, this group meets once in a month where mentor provides counselling to the students. Here students share their problems and mentor finds solution thereof. Problems may include hostel, mess, class, family, institution, academic, career etc. Mentors track the performance of students and based on their performance remedial coaching classes are organised for improvement. Based on the performance of students in the internal tests the mentor identify the potential of different students and categorises them as slow-learners, average and fast-learners. On the basis of this analysis remedial classes are organised. Mentors also try to find the talent and interests of students. Mentors encourage students to participate in co-curricular activities. Steps are also taken to enhance their communication skills as well. This mentoring system helps in bridging the gap between Teachers and Students. It creates a better environment in the college, where students have free access to teachers for any kind of guidance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
98	10	1:10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
13	11	2	0	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,

International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	BED	4th	21/06/2019	13/09/2019
BEd	BED	2nd	21/06/2019	13/09/2019
BEd	BED	3rd	14/12/2019	28/02/2020
BEd	BED	1st	13/12/2019	28/02/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For continuous internal evaluation system at the institutional level internal tests are held in each semester for every class and marks are given for the internal assessment of students performance in the internal tests. Students are required to appear at these tests and after evaluation of answer sheets suggestions are given to students by the concerning teacher for improvement.

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

Academic calendar for a year is first prepared by the University, to which the college has to stick to. The examination dates are decided by the affiliating university which our college has to abide by. The college follows the examination patterns, norms and examination schedule as given by the university. Academic calendar of the University helps in conducting internal tests and term-end examinations as well as the admission process of the college. The annual calendar of the college is planned and chalked out in advance by the Teachers' Council prior to the commencement of the academic session and thereafter the same is communicated to the students in the form of 'Students' Diary' and 'Academic Calendar' every year. The teaching-learning process is regularly assessed in every semester in the form of assignments, seminar-presentations, projects, dissertations and of course through the semester examinations. Weightage is given to the students' performance in various co-curricular activities that intersperse the academic calendar. The feedback obtained from the teachers and the students at the end of the semester/year helps to make the necessary revision to the curricular and extracurricular programmes in the subsequent session.

2.6 – Student Performance and Learning Outcomes

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

<https://rkmbcrahar.org/cms.php?cId=36>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
01	BEd	Teacher Education	43	43	100

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2.7 – Student Satisfaction Survey

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

https://rkmbcraahara.org/upload/ckeditor_docs/files/SSS%202019-20%20Final.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
2019 Outstanding Paper Award	Samrat Bisai	Emerald Insight	06/09/2019	2019 Outstanding Paper Award

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Department of Education	3	0

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

Department	Number of Publication
Department of Education	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	Samrat Bisai	TIFLIN Journal	2019	6	Assistant Professor, Ramakrishna Mission Brahmanand a College of Education	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Towards a Holistic and Inclusive Pedagogy for Students from Diverse Linguistic Backgrounds	Samrat Bisai	TIFLIN Journal	2019	6	0	Assistant Professor, Ramakrishna Mission Brahmanand a College of Education

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	0	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	Ramakrishna Mission Brahmananda College of Education	Swachh Bharat	10	85
International Yoga Day (Virtual)	Ramakrishna Mission Brahmananda College of Education	Yoga Practice	10	52
Blood Donation Camp	Ramakrishna Mission Brahmananda College of Education	Donation of Blood	10	62
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research	Prosenjit Mandal	Self	20
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
School Based Internship	School Based Internship for teaching Practice	Talpukur K.M. High School	08/07/2019	08/11/2019	12
School Based Project	School Based Internship for teaching Practice	Sodepur Deshbandhu High School	08/07/2019	08/11/2019	12
School Based Internship	School Based Internship for teaching Practice	Titagarh K.N.M High School	08/07/2019	08/11/2019	12

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ramakrishna Mission Sikshanamandira	20/03/2018	To conduct research collaboration and use of digital resources and libraries	25

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1718000	1928500

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Campus Area	Existing
Seminar Halls	Existing

Existing	98	1	61	1	0	5	8	90	0
Added	0	0	0	0	0	0	0	0	0
Total	98	1	61	1	0	5	8	90	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

80 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	N.A.

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
428500	233404	1500000	1660067

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

The funds obtained from state government and the UGC are mainly divided under various heads like salary, library books, laboratory repair and maintenance work and other expenses as per government order and rules. DDO and accounts section of the college maintain and take care of all the financial matters of the college. Poor Boys Fund is an account apart from Government fund. However, we have various committees composed of faculty members like Building Committee, Purchase Committee, Sports Committee, Library Committee and other committee for various activities. These committees submit their annual requirement as per their needs which are sanctioned after a careful observation by the principal and purchasing of the items is done as per government rules. For laboratory maintenance requirements are given by respective subject-teachers. Library plans its own budget for purchasing books whenever government fund is available. IT machines and software are upgraded to ensure the market relevance of acquired skills. Maintenance agreement of Koha Library Management Software is done regularly with the service provider

<https://rkmbcrahar.org/cms.php?cld=3>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Post-Matric SC, Post-Matric ST and Post-Matric OBC-A	28	224000

	scholarship, Swami Vivekananda merit cum means scholarship (SVMCM)		
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Group discussion using the language lab facility.	01/08/2019	46	RKMBCE
Practicing Yoga for healing and recovery.	21/06/2019	94	RKMBCE
Guided meditation for mindfulness.	11/09/2019	94	RKMBCE
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance	14	10	5	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
N.A.	0	0	Govt. and Private Secondary Schools in West Bengal, Central Govt.	36	8

Schools etc.

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.Ed.	RKMBCE	Ramakrishna Mission Vidyamandira, Belur Math, Howrah	Ph.D.
2020	3	B.Ed.	RKMBCE	North Bengal University, Zoological Survey of India	Ph.D.

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

Items	Number of students selected/ qualifying
NET	4
SET	2

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

Activity	Level	Number of Participants
Annual Sports Meet-2019	INTER-CLASS	90
Debate Competition-2019	INTER-CLASS	32
Quiz Competition-2019	INTER-CLASS	40
Drawing Competition-2019	INTER-CLASS	54
Drama Competition-2019	INTER-CLASS	24
Recitation Competition-2019	INTER-CLASS	26
Yuva Divas (12th January, 2019)	INSTITUTIONAL	90
23rd January, Subhas Chandra Boses Birthday	INSTITUTIONAL	78
26th January, Republic day	INSTITUTIONAL	83
Independence Day Celebration	INSTITUTIONAL	71

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	N.A.	Nill	0	0	00	N.A.
2020	N.A.	Nill	0	0	00	N.A.

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

A remarkable feature of our college is the 'Vidyarthi Parisad', the students' self-government committee which is a non-political platform constituted of the resident trainees on the basis of common consensus and it works hand in hand with the college administration for the academic, cultural and other overall improvements of the college. The 'Vidyarthi Parisad' consists of the following members: Pradhan Sevak (Head of service providers) Vidyut Sevak (in-charge of electricity bill) Khadya sevak (in-charge of food) Sahakari Khadya Sevak (Assistant in-charge of food) Krishti Sevak (in-charge of cultural affairs) Krira Safai Sevak (in-charge of games and cleaning of campus) Vidyarthi Parisad' smoothly functions through various sub-committees such as: • Cultural sub-committee - organizing the Freshers' welcome, Youth Day celebration, and other cultural activities. • Magazine Sub-committee - to edit and oversee the publication of the wall magazine called Parikrama and the college magazine Kalyan. • Games Sports Sub-committee - to look into the arrangements in the inter-college matches, to organize various indoor- games competitions and the annual sports. • Religious and Cultural Heritage Sub-committee - to organize the Vidyarthi Brata and the Saraswati Puja. • Reunion Sub-committee - to assist in reunion related activities. • Brahmananda Study Circle - to participate in discussion on values, spiritual talks etc. • Social Welfare Activities - to conduct various social welfare works, medical camp, blood donation camp etc. • Students act as members of various committees of the college like anti ragging cell, cultural committee, library committee, IQAC, etc. Students of each class are considered for these committees by rotation.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Activities of the Alumni Association are as follows: i. Organizing Blood Donation Camp. ii. Organizing Cultural Programmes. iii. Organising Seminars, Workshops etc. iv. Monetary assistance to needy staff of the college. v. Suggesting areas for research on education etc. Ramakrishna Mission Brahmananda College of Education is proud to have as its alumni comprising various professional educationists, teachers, professors, civil servants, management personnel, media personnel, social workers, etc. spanning over the last 60 years. The college has established its Praktani Association in 2014-2015 which has an Executive Committee (EC) under the presidentship of the Principal of the college. At present, Prof. Milton Biswas is the secretary and the chief advisor of the Praktani Association. The Executive Committee (EC) aims to foster stronger relations between its alumni and others connected with the college. RKMBCE recognizes its alumni as important stakeholders in its quest to provide excellent education in the field of teacher training. It realizes the benefits that can come from the engagement and support of its alumni who have considerable expertise in many areas. The alumni can provide opportunities for community service, provide advice and support to the college, offer career

advice and also provide financial assistance to the college.

5.4.2 – No. of enrolled Alumni:

110

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

1200

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association meeting was held on 12.01.2019 where the main focus of discussion was on Social Welfare by the Institution. The alumni of the institution were invited to attend that meeting. The President and other members held a constructive discussion with the Principal on various issues and at the end of the discussion various programs were suggested for the development of the institution.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

In our College many activities are managed by decentralization and participative management. As desired, here only two best practices are elucidated as follows: 1. In the Hostel, the mess is run by the residential students themselves by the above-said method and we are proud to see the success of smooth running of the hostel-mess. 2. The hostel campus is cleaned on weekly basis by the students themselves.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum Development: RKMBCE is under The West Bengal University of Teachers Training Education Planning and Administration (WBUTTEPA), Kolkata and follow the prescribed B.Ed. curriculum of this university from the session 2019-2020. This B.Ed. curriculum follows the norms of NCTE and it aims to develop professional skills through curriculum transaction and other activities. All the faculty members of the college actively participate in different curriculum development programs, seminars and workshops. The institution has developed academic calendar and college prospectus which provides relevant information regarding B.Ed. curriculum related activities. Teachers try to enrich the experiences of the trainees through conducting different kinds of

programmes like plantation, cleaning the campus, promotion of innovative ideas, academic freedom to the students, guidance and counselling etc. Semester wise B.Ed. curriculum consists of different theory papers and practicum activities.

Teaching and Learning

The institute emphasis on a student centric approach and tries to encourage students involvement through participatory learning. Quality is a never ending journey and every student is encouraged to develop communicative skill and innovative ways of expression through various curricular, co-curricular and extra-curricular activities. Modern teaching methods, techniques and strategies are used to make the teaching learning process effective, creative and productive. The college integrates the ICT enabled digital teaching-learning process as much as possible. Critical pedagogy is used in the classroom to enhance the critical thinking of the students. Teachers provides remedial classes for slow learners. Internet facility is available for both teachers and students in the whole campus. Students use library as the resource room for learning.

Examination and Evaluation

There are four semesters (04) having full marks of 500 marks for each semester including both theoretical and practicum papers. Theory papers are evaluated by external evaluators but the practicum papers are evaluated by both internal and external evaluators. For internal assessment there is continuous comprehensive evaluation throughout the year which is based on percentage of attendance, participation in different co-curricular activities, performance in term papers, seminars, teaching skill during internship programs and performance in internal examinations. For practicum students are divided in small groups and each group is guided by faculty member. Every student prepare their practicum file according to guidance and viva voce is conducted by external examiners.

Research and Development

The institute encourages their faculty members to publish research articles on reputed UGC Care listed journals so that they are benefitted

during their promotion with proper Academic Performance Index (API). The College annually publish a peer reviewed research journal named ANWESA having ISSN:0973-5895. Students take part in various action research programs. There is a research subcommittee for inculcating research atmosphere. Teachers are encouraged to pursue research degrees. Out of 10 permanent teaching staff, four teachers having Ph.D. degree and others are engaged in research work for pursuing Ph.D. degree. Students are also encouraged to write their views in magazines and journals.

Industry Interaction / Collaboration

The College tries to keep connection with nearby industrial centres e.g. RKM Boys Home Industrial Training Institute (Rahara), Electrosteel Castings Limited (Khardah) etc. to develop understanding of analytical concepts and tools, build confidence in their use, and refine skills essential for their successful applications among our students.

Human Resource Management

It helps to gain a competitive advantage and maximize individuals ability of the college. Meetings are conducted on regular basis to collaborate with all stake holders and their constructive suggestions are implemented for the development of the college. Life skills programmes are conducted periodically for the students, teachers and non-teaching staff. Technological skills, communication skills, behavioural skills and adjustment skills are taught to the trainees for the purpose of human resource management. Thus teachers become more efficient and students development process accelerates. An efficient human resource management system leads an efficient administration in the college.

Library, ICT and Physical Infrastructure / Instrumentation

The library is well equipped and spacious with sufficient reading and reference books, issuing counter, computers with printer and scanner, chairs and tables . It has adequate holdings in terms of books, journals, magazines, technology aided learning resources. The institution has a well equipped ICT lab with sufficient computers and internet facility. Students use ICT room for preparation

of teaching aids and power point presentation. RKMBCE has spacious and well equipped physical infrastructure as per NCTE UGC norms. There are Principals room, office room, classrooms, staff room, library room, ICT lab., language lab., science lab., psychology lab., physical education room, conference room, guest room, store room, toilets, canteen etc. The development and maintenance of infrastructure and learning resources are funded by UGC, RUSA, Govt. of West Bengal and the College itself.

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

E-governance area	Details
Student Admission and Support	<p>Students admission for the session 2019-2020 is successfully completed through online mode. Admission forms were also circulated via online and students submit their required documents through online. Category-wise method-subject-wise merit list were uploaded in college website. Short listed students were called for counselling through website notification, e-mail and SMS service. Selected students deposited their admission fees to respective Bank Account directly through online mode and students can download the receipt challan after admission. In this way 100 percent transparency in admission process is maintained.</p>
Planning and Development	<p>E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system and it is both cost time effective. College authority uses personal e-mails to share different events and activities. Important notices, orders and reports are also circulated via e-mails.</p>
Administration	<p>Uses of ICT has been introduced in the administrative work of the college. The college has biometric attendance for teaching staff, non-teaching staff and also for students. The college campus is equipped with CCTV cameras installed at various places as required. For administrative purposes online feedback responses are collected from students and parents through</p>

	Google Forms. Social media like Whatsapp, Facebook etc. are being used to send important notifications among students, teaching non-teaching staff.
Finance and Accounts	College accounts are fully computerised and maintained by smart college software. Tally software is used for transparent functioning of Accounts section. Accounts section prepares all relevant documents for annual audit and send them to the Govt. Auditor through online mode and he also primarily verified documents via online mode before final physical verification. Thus time and cost effective process. College authority receives Salary funds for teaching and non-teaching staff from government of West Bengal through HRMS portal.
Examination	The examination section of RKMBCE generates various documents through the use of ICT, like students seat number, examination duty roster for teachers, term examination results etc. It helps to generate subject wise students call list. During University examination ICT helps to generate different college wise students list for their seating arrangement.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	Nil	Nil	0
2020	NA	Nil	Nil	0
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	NA	Nil	Nil	0	0
2020	Comprehensive e-Learning to e-	NA	25/05/2020	05/06/2020	1	0

Training guide for Administrative Work, Organised by Ramanujan College, University of Delhi

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Online Induction Training /Orientation Programme for Faculty In Universities /Colleges/Institutes of Higher Education Organised by Ramanujan College, University of Delhi	1	04/06/2020	01/07/2020	28
FDP on MANAGING ONLINE CLASSES AND CO-CREATING MOOCS Organised by Ramanujan College, University of Delhi	3	20/04/2020	06/05/2020	14
One-week FDP on E-Content Development in Education Sector, Organised by AMPG college, BHU1	1	22/04/2020	28/04/2020	7
Analysis and Representation of Educational Data Through SPSS and AMOS (Under UGC-RUSA	1	16/12/2019	22/12/2019	7

2.0), Organised by Department of Education, Jadavpur University				
FDP on "Open Source Tools for Research"	1	08/06/2020	14/06/2020	7
FDP on "Entrepreneurship, Incubation and Innovation"	1	23/06/2020	29/06/2020	7
UGC, HRDC Sponsored Orientation Program, Organised by Guru Nanak Dev University ³	3	11/02/2020	03/03/2020	21
FDP on MANAGING ONLINE CLASSES AND CO-CREATING MOOCS Organised by Ramanujan College, University of Delhi	1	18/05/2020	03/06/2020	14
View File				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
3 teachers opted for Health Scheme by Govt. of West Bengal, 2 teachers for Group Insurance	3 Nonteaching staff for Group Insurance	0

6.4 – Financial Management and Resource Mobilization

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

The accounts of the college is regularly audited by the internal auditors as well as by the Govt. auditors. Accounts of the College is audited quarterly by the internal auditors. The college authority abides by the internal auditors report and acts accordingly. The accounts of the college is audited at the end of every financial year by an external auditor appointed by the Government of West Bengal as this College is Government-aided. Further, the Ramakrishna Mission authority also gets the accounts of the college audited by an external auditor appointed by the Mission authority. We have not yet received any adverse report either from the internal or from the external auditors.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N.A.	0	0
View File		

6.4.3 – Total corpus fund generated

129477

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	Yes	S Chandak and Associates	Yes	Ramakrishna Math and Ramakrishna Mission, Belur Math

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

The institution has a Parent - Teacher Association and the convenor of PTA conducts an annual meeting every year in the month of January. In addition to that, faculty members periodically communicate the performance of the students to their parents. Parents can easily meet the Principal and any Faculty Members at any time to discuss the problems of their wards and to suggest any feasible solutions. Due attention is given to feasible suggestions given by parents.

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

Training programme for the support staff is conducted periodically. For example: 1. Periodic training programme for the staff in keeping the records. 2. Digital literacy. 3. Extra curricular activities such as participation in sports and games.

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

i) The infrastructure of the College has been improved and various learning resources have been added to the library. ii) Teachers and students are encouraged to use ICT in a large scale in order to make teaching- learning process more effective. iii) Teachers are encouraged to publish high quality of research articles in reputed National and International Journals.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
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2019	1	1	23/04/2020	1	Amanuensis for visually impaired students.	providing writers for visually impaired students in examinations	38
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook for B.Ed. students and Prospectus	08/07/2019	The prospectus of the College elaborately mentions the code of conduct for the students. The college also has Anti-Ragging Committee to prevent ragging of students in the college and hostel Campus. Our institutions vision and mission encompasses universal human values and the college runs a study circle namely Brahmananda Study Circle to inculcate values within the students. As the College is a Teacher-Education institute, Professional Ethics of a Teacher is given the utmost importance in the College premises (inside the classroom as well as outside).

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Brahmananda Study Circle on stress relief.	17/07/2019	17/07/2019	55

[View File](#)

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

1. The College is eco-friendly has an eco-club to oversee the whole atmosphere of the College. 2. The College has restricted the entry of automobiles. 3. Battery-powered vehicles are preferred inside the campus. 4. The Institution has alternative energy source (Solar Panel). 5. The College premises is a smoking-free zone. 6. The Institution organizes tree plantation programme at least once in a year and keeps a rigorous watch in its gardening work. 7. The college has pedestrian- friendly pathways. 8. The college maintains greenery inside the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

i) **The Mentor-Mentee System** : The purpose of the practice of the Mentor-Mentee System is to cultivate a close rapport between the students and the faculty, to provide assistance to students on all academic matters along with personal counselling, and enhancement of potentialities of the students. The main focus of mentorship is to develop the all-around personality of the students and to make them more professionally competent and responsible citizens by the time they leave the college. Faculty mentors often discuss the problems of the students. The teachers assist the students to cope with the curriculum, academic stress, participate in co-curricular and extracurricular activities, solve personal issues, to groom their skills, and help personality development. Students are free to give their opinions, ideas, and voice of thought in every matter. These practices bridge the gap between students and faculty. This bond of the tutor and the tutee has led to a better sense of belongingness and purposefulness of life for the students as evidenced by the declining trend of absenteeism, and a perceivable proactive involvement in the academic and other activities of the college.

ii) **Sensitization for values, rights, duties and responsibilities** : The constitutional and human values are practiced in the college premises to remind every member of the college that they should not only be conscious of their rights but also of their duties. The college has strict guidelines about this and students and staff follow them sincerely. The anniversaries of the freedom fighters like Netaji Subhas Chandra Bose, Mahatma Gandhi and others are celebrated which cherish the noble ideals of the national struggle for freedom. Republic Day, National Youth Day, Independence Day etc. are some days of significance that are commemorated every year by the institution. The weekly morning prayer on each Monday fosters the spirit of 'unity in diversity' and equal respect for all the religion. The Pledge written by Swami Vivekananda (Swadesh mantra) is recited by the students and staff of the college on Monday assembly. The local festivals are celebrated and cultural programmes are organised to value and preserve the rich heritage of the composite culture of India. As the Institution is administered under the aegis of Ramakrishna Mission and Ramakrishna Math, it celebrates the Janmatithis of Sri Ramakrishna, Sri Ma Sarada Devi and Swami Vivekananda with pomp and grandeur which reminds us of our duties to society and human kind in general. All mandatory committees like Internal Complaints Cell, Anti Ragging cell, Examination Cell, Placement Cell, etc. are active and functioning properly. The measures such as 'One Student, One Tree', 'No harm to Animals', etc. are practiced in the college and hostel premises. Thus, through observation of special days and festivals, and organisation of different activities the college tries its best to inculcate a sense of values in the students and staff of the college.

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

https://rkmbcraahara.org/upload/ckeditor_docs/files/Best%20Practices%202019-20%20Final.pdf

7.3 – Institutional Distinctiveness

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

The guiding principle of our college is the ideal of education as stated by Swami Vivekananda: 'man-making and character-building education'. Swamiji advocated for an all-round development of a learner, i.e. physical, mental / intellectual and spiritual development in its true sense. He dreamt of a system of education which prevailed in ancient India where tutors (gurus) and tutees

(disciples) would live together with common ethos and where education would be a potent instrument of liberation from all narrow bondages. It is believed that the ideals of Swamiji would be fulfilled only in a residential set up. Our college just offers that kind of environment which brings out the inner transformation of both the tutors and tutees. Its tranquil and soothing ambience, extraordinary infrastructure, the sustained level of its excellence in academic as well as extra-academic activities, the highly pleasing work culture prevailing in the college - all this work in unison to bring out the best in the teachers and learners. The institution is looked after by a monk of Ramakrishna Math Ramakrishna Mission who acts as the Principal. The quality of his humanistic administration transforms the community life in hostel for the students. Spiritual activities like evening prayer, spiritual classes and group meditation, etc. give them training in social as well as spiritual life. This institution was established in 1961 with the vision to train a group of budding teachers in the spirit of Swami Vivekananda's ideals. Accordingly, the ancient residential teacher-student relationship has been infused in the very working of the institution. The daily routine of the college comprises morning assembly, regular classes during the diurnal period, physical activities in the afternoon, evening prayer group meditation in the prayer hall, and intensive study at night. The routine bound campus life is interspersed with frequent cultural activities that provide staff and students ample opportunities to engage in selfless social services such as - relief activities, gardening, cleanliness drives, blood donation camps, and medical camps. Teachers are well qualified and efficient with a research bent of mind. All staff members look after the holistic growth of the students from professional, physical, mental and emotional perspectives.

Provide the weblink of the institution

https://rkmbcraahara.org/upload/ckeditor_docs/files/19-20%20%20Institutional%20Distinctiveness%20Final.pdf

8.Future Plans of Actions for Next Academic Year

1. Conducting Extension activities based on the requirement of the locality. 2. Upgradation of the civil infrastructure. 3. Offering increased support facilities for the students. 4. Increased endeavour for the placement of the passed out students. 5. Introducing Peer Support System in the college.