



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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	rkmbcrahabara@gmail.com
Alternate Email	dinda.malayendu@gmail.com
Address	P.O.-RAHARA
City/Town	KOLKATA
State/UT	West Bengal
Pincode	700118

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Men			
Location		Semi-urban			
Financial Status		state			
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		collegerkmbce@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://rkmbcrahara.org/upload/ckeditor_docs/files/AOAR-2015-16.pdf">https://rkmbcrahara.org/upload/ckeditor_docs/files/AOAR-2015-16.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://rkmbcrahara.org/upload/ckeditor_docs/files/2016-17%20Academic%20Calendar.pdf">https://rkmbcrahara.org/upload/ckeditor_docs/files/2016-17%20Academic%20Calendar.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.89	2015	04-Mar-2015	03-Mar-2020
<b>6. Date of Establishment of IQAC</b>			17-Oct-2012		
<b>7. Internal Quality Assurance System</b>					
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		

Seminar on Right to Education in the Perspective of Present Society	20-Dec-2016 1	80
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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
Institution	Construction	State Govt.	2016 200	5000000
Institution	Furniture	State Govt.	2017 175	300000
Institution	Equipment	UGC	2017 55	192000

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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)**

i. Collection and analysis of feedback of different stakeholders

ii. Garnering of fund for developing a computer lab

iii. Upgradation of Library

iv. Upgrading a classroom into ICT room.

v. MoU with Ramakrishna Mission Shikshanamandira, Belur Math

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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
i.Collection and analysis of feedback of different stakeholders	i.Feedback analysis has been done
ii. Developing a computer lab	ii.A computer lab has been developed.
iii. Upgrading the Library	iii.Library has been upgraded to some extent
iv. Upgrading a classroom into ICT room	iv. A classroom has been upgraded into ICT room
v. Establishing linkage with other Teacher Education Institute	v. MoU with Ramakrishna Mission Shikshanamandira (Belur Math) has been signed by the Principal

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Teachers' Council	22-Jun-2017

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

Yes

Date of Visit

02-Mar-2015

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

08-Apr-2017

**17. Does the Institution have Management Information System ?**

Yes

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

The college has partial management 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 Cell 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	00	N.A.	N.A.

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	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	N.A.	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
NIL	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	B.Ed	50
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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 and Alumni, Management, etc.) on curriculum, course content and teaching methodology/pedagogy, hostel facilities, etc. At the end of each 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 Staff 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
BEEd	Teacher Education	50	261	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
2016	50	0	5	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
5	1	55	2	1	0

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
50	5	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
12	5	7	0	3

### 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

2016	N.A.	Nil	N.A.
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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	1st	30/01/2016	23/03/2016
BEd	BED	2nd	26/07/2016	17/09/2016
BEd	BED	3rd	30/03/2017	16/05/2017
BEd	BED	4th	31/07/2017	14/09/2017
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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 student 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://rkmbcraahara.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	Number of students passed in final year examination	Pass Percentage



			examination		
B.Ed.	BEd	B.Ed.	50	50	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/2016-17%20Feedback.pdf](https://rkmbcraahara.org/upload/ckeditor_docs/files/2016-17%20Feedback.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
Major Projects	0	No	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
No	No	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Null	No
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No	No	No	No	No	16/11/2016
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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
No	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	No	0	0

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

Department	Number of Publication
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
0	0	0	2017	0	0	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	No	2017	0	0	0

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

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

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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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	NA	NA	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	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activities	activities
Swachh Bharat Mission	Ramakrishna Mission Brahmananda College of Education	Cleaning the Campus	5	75
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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
NA	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
School Based Internship	School Based Internship for teaching Practice	1. Talpukur K.N. High School 2. Sodepur Deshbandhu High School 3. Khardah Sibnath High School	16/08/2016	15/11/2016	50
School Based Internship	School Based Internship for teaching Practice	1. Talpukur K.N. High School 2. Sodepur Deshbandhu High School 3. Khardah Sibnath High School	16/04/2017	15/05/2017	50
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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	30/12/2013	Exchange of academic resources and Library work	25

## 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
77	61.62

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	3.14.16	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12608	823411	637	180301	13245	1003712
Reference Books	758	351195	19	24785	777	375980
e-Books	0	0	0	0	0	0
Journals	11	118746	1	1400	12	120146
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	16	1400	0	0	16	1400
Library Automation	1	183623	0	0	1	183623
Weeding (hard & soft)	0	0	0	0	0	0
Others(s pecify)	0	0	0	0	0	0

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nill
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	52	0	15	1	0	3	8	90	0
Added	46	1	46	0	0	2	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)

90 MBPS/ GBPS
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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
NA	Nill

#### 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
6	660799	7	706816

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.

## 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	N.A.	0	0
Financial Support from Other Sources			
a) National	Post-Matric SC, Post-Matric ST and Post-Matric OBC-A scholarship, Swami Vivekananda merit cum means scholarship (SVMCM)	32	256000
b) International	N.A.	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 implemetation	Number of students enrolled	Agencies involved
Language lab	24/08/2016	46	Only the home institution
PractisingYoga	29/07/2016	44	Only the home institution
Meditation	17/11/2016	32	Only the home institution

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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 passedin the comp. exam	Number of studentsp placed
2017	Nil	0	0	0	0

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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	00	0	0
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#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	1	B.Ed.	RKMBCE	University of Calcutta	Ph.D. in Physics
2016	1	B.Ed.	RKMBCE	The University of Burdwan	Ph.D. in Geography
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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
GATE	1
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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-2016	Inter Class	92
Debate Competition-2016	Inter Class	40
Quiz Competition-2016	Inter Class	36
Drawing Competition-2016	Inter Class	42
Drama Competition-2016	Inter Class	17
Recitation Competition-2016	Inter Class	33
Yuba Dibas -12th January	Institutional	88
23 rd january, Subhas chandra Bose Birth Day	Institutional	53
26 th january, Republic day	Institutional	75
Saraswati puja	Institutional	87
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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
2016	00	Nil	Nil	Nil	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 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 (Sevak in charge of electricity bill) Khadya sevak (Sevak in charge of food) Sahakari Khadya Sevak (Assistant Sevak in charge of food) Kristi Sevak (Sevak in charge of cultural affairs) Krira Safai Sevak (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. 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

Alumni act as such strength of the organization and relying on that power the glory, value, status, and reputation of an institution largely depend. This institution was established on 17th February 1961 so this college has a bright history. Alumni of any institution show a successful aspect of the organization. If the alumni are associated with the institution no doubt it helps in improving the quality of the institution so alumni always play a significant role in the progress of the institution. This institution has a well-organized alumni association which has... teacher representative and two student representatives. The students of different years of this institution are always involved in various activities of the institution, from various cultural events, blood donation festivals, and tree plantation programmes to various social activities of the institution. The Alumni association arranges a meeting from time to time and there is a separate room for the alumni association in the college where various activities related to alumni are done from maintenance of various records, to meetingsetc. The Association meetings are attended regularly by the members. The Association is non-registered but functional to date.

5.4.2 – No. of enrolled Alumni:



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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2016-17 A discussion meeting on 12th January 2016, the alumni of the institution is called for 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 the beginning of the session principal of college forms various committees to conduct different curricular and co-curricular activities. Convenors of the committees are given free hand to look after their respective field and every convenor along with the team mates takes full responsibility to give their best to achieve the targets. The college follows democratic principles in its administration. Administrative decisions depend on the resolutions taken in formal meetings. In each meeting, the minutes and actions taken on the minutes of the previous meetings are discussed at length and developmental measures are suggested for overall improvement thereof RKMBCE follows a democratic, rational, team based model of decision making where a high degree of transparency is maintained. Since the college believes in decentralized administrative practices, decision making is delegated to the members of different committees. The decision making process is thus a consequence of collective team work and participatory administration. Valid information is available for the management through direct and personal contacts and informal but very much effective feedback mechanism inbuilt in the system by which internal coordination and monitoring are accomplished.

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 2016-2017. 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 studentcentric 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, cocurricular 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.

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.

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.

**Admission of Students**

Admission process of the college is planned very carefully. As a constituent college it is governed by the norms set down by the affiliating university and NCTE. The college implements these norms and regulations in a transparent manner. 1. Pre-admission counselling is organised before admission in each session. 2. The college sets up a HELP-DESK to respond to any query immediately. 3. The college has a Grievance Cell to look into any complaint regarding admission. 4. The contact details of Grievance Cell is circulated through print and electronic media. 5. Entire admission process is closely monitored by the Principal, convenors of admission cell. 6. Information regarding admission is sent regularly to NCTE and the university. 7. The entire admission process is done through online mode.

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

E-governance area	Details
<p><b>Planning and Development</b></p>	<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>
<p><b>Administration</b></p>	<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</p>

	from students and parents through 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.
Student Admission and Support	Students admission for the session 2016-2017 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.

### 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

2016	Nil	N.A.	N.A.	0
<a href="#">View File</a>				

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)
Nil	N.A.	N.A.	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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
UGC HRDC Sponsored Orientation Program Organised by Calcutta University	1	05/09/2016	04/10/2016	28
<a href="#">View File</a>				

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
Provident Fund	Provident fund, Ad hoc Bonus	Scholarship as provided by Government of West Bengal, Free health Check up

## 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 auditor as well as by the external. Accounts of the College is audited quarterly by the internal auditor. The college authority abides by the internal auditor's 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 auditor.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N.A.	0	N.A.
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

1104940.89
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### 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	Null	No	Null
Administrative	No	Null	No	Null

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

The institution has a Parent Teacher Association (PTA) and the convenor of PTA conducts an annual meeting every year and all the faculty members periodically communicate with the parents regarding students' performance. Parents can easily meet with the Principal and faculty members at any time to discuss the problems of their wards and to suggest any feasible solutions. Parents suggestions are sincerely and carefully noted.

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

1. The college releases teachers for participating in the FDP and STP organised by the UGC. 2. The college organizes life skills training for trainee-teachers. 3. The college facilitates research and publication. 4. The college enhances ICT facilities for teaching, non teaching and students. 5. The college ensures availability of journals/ online journals.

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 in the college library. ii) Teachers and students are highly encouraged to use ICT to make teaching-learning process more effective. iii) Teachers are encouraged to publish their 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
2016	Seminar on Recent Trend in Teaching-	18/07/2016	18/08/2016	19/08/2016	65



Learning

[View File](#)

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	0	0

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

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

1. About 33 percent of energy power required by the college is met by the renewable energy source i.e., solar energy. 2. Restricted use of motor vehicles inside the campus. 3. Insistence on use of paper bags. 4. Insistence on use of electric vehicles.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	6
Braille Software/facilities	Yes	2
Rest Rooms	Yes	40
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	Nil	Nil	Nil	00	Nil	N.A.	Nil

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Handbook for B.Ed. students and Prospectus	12/07/2016	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
Dvelopment of resilience to occupational stress through Yoga.	04/01/2017	04/12/2018	87
<a href="#">View File</a>			

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

1. The college maintains greenary in campus. 2. The college periodically organizes drive for collection of waste papers for recycling. 3. the college has a system of segregation of waste (bio-degradable and non bio-degradable) 4. the college adopts the principle of zero tolerance for littering. 5. The College campus is plastic-free. 6. The Institution has alternative energy source (Solar Panel). 7. The College premises is a smoking free zone. 5. The Institution organizes drive for plantation of saplings at least once in a year and keeps a rigorous watch in its gardening work.

### 7.2 – Best Practices

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

**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 anniversary of Birthdays of Sri Sri Ramakrishna Paramahansa, 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/16-17%20Best%20Practices.pdf](https://rkmbcraahara.org/upload/ckeditor_docs/files/16-17%20Best%20Practices.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 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, prayer group meditation in the evening, 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/16-17%20Institutional%20Distinctiveness.pdf](https://rkmbcraahara.org/upload/ckeditor_docs/files/16-17%20Institutional%20Distinctiveness.pdf)

### **8.Future Plans of Actions for Next Academic Year**

1. To construct a new building for providing tutorial facility. 2. To start a value-based education in residential set up at regular basis 3. To initiate a course on Spoken English 4. To introduce classes on English grammar