



Yearly Status Report - 2018-2019

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		Punyananda Sarani, Chowdhury Para, Rahara, Kolkata, West Bengal PIN-700118
City/Town		Khardaha
State/UT		West Bengal
Pincode		700118

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Men
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sanjoy Mitra
Phone no/Alternate Phone no.	03325682021
Mobile no.	9434452294
Registered Email	sanjoymitra.001@rediffmail.com
Alternate Email	rkmbcenaac2022@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://rkmbcraahara.org/upload/ckeditor_docs/files/AOAR%20Revised%20(2017-18).pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://rkmbcraahara.org/upload/ckeditor_docs/files/Academic%20Calendar%202018-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.89	2015	04-Mar-2015	03-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	Date & Duration	Number of participants/ beneficiaries

IQAC		
Pannel discussion on Intellectual Property Rights	23-Aug-2018 1	80
Awareness on Plagiarism Check	16-May-2019 1	91

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

[View Uploaded File](#)

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Equipment	DPSC North 24 paraganas (ODL Primary)	2018 45	25000

[View Uploaded File](#)

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

[View Uploaded File](#)

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

No

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

1. Upgradation of gymnasium

2. Introducing classes on ESP for students

3.Upgradation of psychological lab

4. Installation of projectors in classrooms

[View Uploaded File](#)

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. Upgradation of gymnasium	i. The existing gymnasium has been upgraded.
ii. Upgradation of psychological lab	ii. Equipment and tools are purchased for upgrading Psychological lab.
iii. Installation of projectors in classrooms	iii. Projectors have been installed in classrooms.
iv. Making provision for classes on ESP	iv. A weekly class on ESP has been arranged.
v. Arranging PTA meeting	v. A PTA meeting has been arranged in the initial stage of the academic session..

[View Uploaded File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Teachers' Council	07-May-2019

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

2019

Date of Submission

18-Feb-2019

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 class rooms 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. Bulk SMS facility is available by which we can communicate various important circulars to students. College website also displays important events. 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	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	NA	Nil
View Uploaded File		

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
Nil	Nil	0
View Uploaded File		

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	School-based internship	46
View Uploaded File		

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
BEd	Teacher Education	50	87	50
View Uploaded File				

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
2018	50	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	3	55	10	3	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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
50	10	1:5

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	10	2	6	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
2018	Nil	Nil	NA
2019	Nil	Nil	NA
View Uploaded File			

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	17/12/2018	08/03/2019
BEd	BED	2nd	04/06/2018	13/09/2019
BEd	BED	3rd	18/12/2018	08/03/2019
BEd	BED	4th	04/06/2018	13/09/2019
View Uploaded File				

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 examination	Number of students passed in final year examination	Pass Percentage
B.Ed.	BEd	Bachelor of Education	46	46	100

[View Uploaded File](#)

2.7 – Student Satisfaction Survey

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

https://rkmbcraahara.org/upload/ckeditor_docs/files/SSS%202018-19.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
View Uploaded File				

3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
View Uploaded File				

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
View Uploaded File					

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	Teacher Education	1	4
View Uploaded File			

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

Teacher Education	2
View Uploaded File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Factors influencing green purchase behavior of millennials in India	Richa Chaudhary Samrat Bisai	Management of Environmental Quality: An International Journal	2018	42	Ramakrishna Mission Brahmaananda College of Education	24
View Uploaded File						

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
Factors influencing green purchase behavior of millennials in India	Richa Chaudhary Samrat Bisai	Management of Environmental Quality: An International Journal	2018	1	24	Ramakrishna Mission Brahmaananda College of Education
View Uploaded File						

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

Number of Faculty	International	National	State	Local
Presented papers	5	1	0	0
View Uploaded File				

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
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
----------------------	-------------------	-----------------	------------------------------

NA	NA	NA	0
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Mission	Ramakrishna Mission Brahmananda College of Education	Cleaning the Campus	10	85
International Yoga Day	Ramakrishna Mission Brahmananda College of Education	Yoga Practice	10	90
Blood Donation Camp	Ramakrishna Mission Brahmananda College of Education in Collaboration with B. N. Bose Sub Divisional Hospital	Donation of Blood	10	71
View File				

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
Use of Library Resources Research Activities	2	NA	20
View File			

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 Internship	School Internship for Practice Teaching	Talpukur K.M. High School	03/05/2018	20/11/2018	16
School Based Internship	School Based Internship	Sodepur Deshbandhu High School	03/05/2018	20/11/2018	16

	for teaching Practice				
School Based Project	School Based Project	Titagarh K.N.M High School	03/05/2018	20/11/2018	16
View File					

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	Exchange of Library Resources by Teachers	25
View File			

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
170	166.75

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13398	1044312	121	18120	13519	1062432
Reference Books	784	378369	0	0	784	378369

e-Books	0	0	0	0	0	0
Journals	11	120146	0	0	11	120146
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	16	4000	0	0	16	4000
Library Automation	1	183623	0	0	1	183623
Weeding (hard & soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & 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	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	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)

90 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
NA	NA

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

10	9.49	150	167.7
----	------	-----	-------

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, RUSA 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 softwares 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://rkmbcrahara.org/upload/ckeditor_docs/files/2018-19%20Strategic%20Plan%20document.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	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)	36	288000
b) International	N.A.	0	0

[View File](#)

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
Acquisition of Standard English Sounds	01/08/2018	48	RKMBCE
Practising Yoga	21/06/2018	94	RKMBCE
Meditation	11/09/2018	94	RKMBCE

[View File](#)

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

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	CTET	44	40	3	2
2018	WBTE	46	42	16	8
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Govt. and Private Secondary Schools in West Bengal, Central Govt. Schools etc.	35	10
View File					

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
2018	1	N.A.	N.A.	N.A.	N.A.
2019	0	N.A.	N.A.	N.A.	N.A.
View File					

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

Items	Number of students selected/ qualifying
NET	4
View File	

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

Activity	Level	Number of Participants
----------	-------	------------------------

Annual Sports Meet-2018	Inter Class	94
Debate Competition-2018	Inter Class	40
Quiz Competition-2018	Inter Class	60
Drawing Competition-2018	Institutional	48
Drama Competition-2018	Institutional	19
Recitation Competition-2018	Institutional	36
Yuba Dibas -12th January	Institutional	87
Saraswati Puja	Institutional	87
International Yoga day	Institutional	72
Blood Donation camp	Institutional	90
View File		

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
2018	N.A.	Nil	Nil	Nil	N.A.	N.A.
View File						

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

Our institution has a well-organized student council and various committees consisting of students for the smooth running of the student hostel. Students are elected in each committee is fully democratically as representatives of certain committees. 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

Yes. The college has a registered Alumni Association. The alumni of the college plays a vital role in fostering friendly cooperation between the present and old generation of our students thereby enhancing the development of the institution. Alumni association of our college arranges meetings as per their requirements on the basis of discussions in their general body meeting. Annual alumni meet is conducted on a regular basis where office bearers are selected. Notifications regarding the Alumni meets are circulated through different social media networks and telephonic calls. The get-together of the alumni provides them opportunity to offer valuable advice on infrastructure augmentation, academic activities and overall betterment of the college. The college keeps a year-wise separate register of alumni members where their permanent addresses, phone numbers, and professional details are entered.

5.4.2 – No. of enrolled Alumni:

102

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

A discussion meeting was held on 12th January 2018. 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. The Alumni Association always acts as an effective support system for 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	The Academic Council of the College plans to execute the curriculum given by university which considers the local national and global needs while designing the curriculum. While implementing the curriculum in the college due cognisance is taken from different stakeholders such as students, alumni, faculties, parents, etc.
Teaching and Learning	The college authority and the academic council of the college sit along with the IQAC of the college in the beginning of the academic session to plan the teaching learning schedule to be followed for the ensuing session. Due attention is paid to the feedback received from the learners from the previous session.
Examination and Evaluation	The college has an examination cell to determine the polices of the internal assessments and making arrangements for external practical as well as term-end evaluation.
Research and Development	The college has a research wing. It encourages the faculties to take up research projects and submit reports of the project in a time bound manner.
Library, ICT and Physical Infrastructure / Instrumentation	The Principal of the college, a dedicated monastic member of Ramakrishna Mission order, maintains the physical infrastructure the college has and he takes help of experts on technical matters.
Human Resource Management	The college considers its staff as human resources. It tries to provide an ambience that helps individuals to flourish in his field.
Industry Interaction / Collaboration	The college being a teacher education institute keeps in touch with schools for internship and other colleges for seminars symposia.
Admission of Students	Students admission for the session 2018-2019 has successfully completed through online mode. Admission forms were also circulated via online and students submit their required documents through online. Category and 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 downloaded their receipt challan after admission. In this way hundred percent transparency in admission process is maintained.

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

E-governance area	Details
Planning and Development	The college follows e-methods such as sending email or electronic messages via WhatsApp to the faculties and other staff members for dissemination of information.
Administration	The college is linked to the different websites of the state government for the general administrative steps to be adopted time to time.
Finance and Accounts	The College follows Foxpro software, developed by Ramakrishna Math Mission, to maintain its financial accounts.
Student Admission and Support	For students' admission and support an online system is prevalent.
Examination	College uses email and online platform for its operations related to examinations.

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
2018	N.A.	N.A.	N.A.	0
2019	N.A.	N.A.	N.A.	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)
2018	Soft	Soft			10	7

	skill development for staff	skill development for staff	17/12/2018	17/12/2018		
2019	Nil	Training on how to use Tally (Software) for accounts keeping	13/03/2019	20/03/2019	Nil	2
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
N.A.	0	Nil	Nil	0
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	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)

<p>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.</p>

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.
View File		

6.4.3 – Total corpus fund generated

465686.09

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	Nil	No	Nil
Administrative	Yes	S Chandak and Associates	Yes	Ramakrishna Mission Brahmananda College of Education

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

1. Monitoring the attendance of students. 2. Ensuring all out support in outreach activity 3. Ensuring academic support to students in the evening.

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

1. Soft skill for staff. 2. Training on how to use Tally (Software) for accounts keeping.

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

1. Creation of a well-being centre. 2. Providing free coaching for TET, CTET, SET, NET Examination. 3. Holding a seminar on e-hazards. 4. Providing remedial coaching

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
2018	Panel discussion on Intellectual Property Rights.	26/07/2018	23/08/2018	23/08/2018	80
2019	Awareness on Plagiarism Check for Students and Teachers	26/07/2018	16/05/2019	16/05/2019	91

[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
Sessions on street harassment and sexual harassment at workplace	14/11/2018	14/11/2018	12	57

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 31 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. Emphasis on use of electric vehicles. 5. No use of chemical abir/colour during Basantotsav/Rangoli. 6. Maintaining greenery in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	Yes	10
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	2
Scribes for examination	Yes	2
Rest Rooms	Yes	12

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
2018	1	1	04/09/2018	1	Personalized academic help to orphan students of the Ashrama (RKM Boys Home)	Giving academic help to disadvantaged children.	15

[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	10/07/2018	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 TeacherEducation 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
Yoga and the brain	08/11/2018	08/11/2018	89
View File			

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

1. The College maintains greenery 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. 8. The Institution organizes drive for plantation of saplings at least once in a year and keeps a rigorous watch in its gardening work. 9. The College cleans the nearby pond. 10. Only LED light is used 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 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/18-19%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/18-19%20%20Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. Providing high speed internet connectivity 2. To initiate biometric attendance 3. To construct a new building for better facilities 4.To encourage teachers to attain Faculty Improvement Programme (FIP) 5. To introduce one-week Induction Programme for new students. 6. To provide remedial coaching to weaker students.